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BOARD OF DIRECTORS

OF

KANAWHA COUNTY PUBLIC LIBRARY

MINUTES OF MEETINGS

OCTOBER 13, 1939 - MAY 7, 1943

CHARLESTON, WEST VIRGINIA

Minutes of a Meeting of the Board of Directors

of

Kanawha County Public Library

held on

October 13th, 1939.

The monthly meeting of the Board of Directors of Kanawha County Public Library was held on October 13th, 1939, at 1:30 P.M. in the office of the Librarian.

Members present:

Mr. Ray
Mr. Robertson
Dr. Wood
Miss Taylor
Mr. Mathews
Miss Staunton
Mr. Flinn

Mr. Ray, the Chairman, presided.

The minutes of the adjourned meeting of September 8th, 1939, were read, approved and ordered filed.

Mr. Ray expressed his pleasure at having Mr. Butler, the new Librarian, present at the meeting, and, on behalf of the Board, welcomed him to the Library.

The Librarian submitted the bills which had been approved by the Book Committee and the Finance Committee (List of bills no. 37 , and Mr. Flinn moved that the bills be approved by the Library Board and that the Librarian transmit them to the Board of Education for

approval and payment. The motion was seconded and carried.

After a brief discussion of the repairs which are in progress the meeting, on Motion, adjourned.

A. E. Collins
Secretary

John W. Ray
Chairman

Minutes of a Meeting of the Board of Directors

of

Kanawha County Public Library

held on

December 1st, 1939.

The monthly meeting of the Board of Directors of Kanawha County Public Library was held on December 1st, 1939, in the office of Mr. John V. Ray, Room 1510, Kanawha Valley Bank Building, at 1:30 P.M.

Members present:

Mr. Ray
Mr. Robertson
Mrs. Rummel
Miss Staunton
Mr. Connell

Mr. Ray, the Chairman, presided.

The minutes of the meeting of October 13th, 1939, were read, approved and ordered filed.

The Chairman called for the Librarian's report, which report was read, accepted and ordered filed, and the Librarian was directed to publish such parts of it as he might deem desirable.

The Librarian submitted the bills which had been approved by the Book Committee and the Finance Committee (List of Bills No. 38), and Mr. Robertson moved that the bills be approved by the Library Board and that the Librarian transmit them to the Board of Education for ap-

proval and payment. The motion was seconded and carried.

Miss Staunton, Chairman of the special committee, presented a resolution in appreciation of the long and faithful service of Mrs. von Schlechtendal to this library and moved that the resolution of the Committee be adopted, that it be spread upon the minutes and a copy given to Mrs. von Schlechtendal and a copy given to the papers. Mr. Robertson seconded the motion. The motion was duly adopted and the Secretary was directed to attend to the matters prescribed in the resolution.

The resolution reads as follows:

"The Charleston Public Library, now the Kanawha County Public Library, was organized late in 1908 by a small group of people who realized the great need of a public library. For several years it was maintained by a growing number of civic minded citizens who were determined to make it a success. There was no West Virginia law authorizing a public levy for library purposes. Private subscriptions, entertainments and much hard work carried it on. Finally a law authorizing a small levy was passed and the Charleston Bi-partisan School Board consented to lay a small levy and make the Library a part of the school system. The self constituted Library Board resigned and was reappointed by the School Board to manage the Library.

In 1913, Mrs. von Schlechtendal, who had for some time been an assistant, was appointed Librarian. From that time until October 1st, 1939, she had entire charge, giving her full time and interest to the work. She was most faithful and conscientious - wise and tactful in her selection of assistants - and the atmosphere of the Library was all that could be desired. The Board of Directors of the Kanawha County Public Library hereby presents to Mrs. von Schlechtendal its deep appreciation and thanks for her long and faithful service, her unfailing tact and courtesy. Under her administration the Library steadily grew in volume of circulation and service to the public.

Committee:

Sue A. Staunton, Chairman
Ruth M. Rummel
Juliet Staunton Clark
W. E. Connell, Sr."

The Librarian stated that Mr. Richard Avis of Charleston, maker of scale models of ships and other means of transportation, wishes to construct a series of models depicting the history of the United States in all forms of transportation, and suggested that the necessary fund for this purpose be financed by public subscription, and that the Library sponsor same.

Mrs. Rummel moved that the Librarian notify Mr. Avis that the library is not interested in sponsoring this proposal. The motion was seconded and carried.

The Librarian stated that he would like authority to increase the working week of the staff by six hours per week, which would make a 42 hour week for each member of the staff.

Mr. Robertson moved that the number of hours of work per week required of each full-time member of the professional staff of the Kanawha County Public Library shall be forty-two (42). This shall not include Sunday work, for which extra payment is made. The motion was seconded and carried.

Mrs. Lounsbery was present at the meeting, and the Chairman expressed the pleasure of the Board at having Mrs. Lounsbery present and extended her an invitation to come again at any time she is in Charleston.

There being no further business, the meeting, on motion, adjourned.

A. L. Collins
Secretary.

Chairman

Minutes of a Meeting of the Board of Directors

of

Kanawha County Public Library

held on

January 5th, 1940.

The monthly meeting of the Board of Directors of Kanawha County Public Library was held on January 5th, 1940, in the Directors' Room of the Kanawha County Public Library, at 1:30 P.M.

Members present:

Mr. Ray
Dr. Wood
Miss Taylor
Miss Staunton
Mrs. Clark
Mr. Connell
Mr. Flinn

Mr. Ray, the Chairman, presided.

The minutes of the meeting of December 1st, 1939, were read, approved and ordered filed.

The Chairman called for the Librarian's report, which report was read, accepted and ordered filed, and the Librarian was directed to publish such parts of it as he might deem desirable.

The Librarian submitted an itemized statement of the bills for repairs, supplies and furnishings. Dr. Wood moved that the bills

be approved by the Library Board and that the Librarian transmit them to the Board of Education with the request that the Board of Education pay them. The motion was seconded and carried.

The Librarian also submitted the bills which had been approved by the Book Committee and the Finance Committee (List of Bills No. 39), and Miss Staunton moved that the bills be approved by the Library Board and that the Librarian transmit them to the Board of Education for approval and payment. The motion was seconded and carried.

There being no further business, the meeting, on motion, adjourned.

A. L. Collins
Secretary

Chairman

Minutes of a Meeting of the Board of Directors

of

Kanawha County Public Library

held on

February 2nd, 1940.

The monthly meeting of the Board of Directors of Kanawha County Public Library was held on February 2nd, 1940, in the Board of Directors' room of the Kanawha County Public Library, at 1:30 P.M.

Members present:

Mr. Ray
Mr. Dickinson
Miss Staunton
Mrs. Clark
Mrs. Rummel
Mr. Robertson
Judge Ritz
Mr. Flinn

Mr. Ray, the chairman, presided.

The minutes of the meeting of January 5th, 1940, were read and approved.

The Chairman called for the Librarian's report, which report was read, accepted and ordered filed, and the Librarian was directed to publish such parts of it as he might deem desirable.

Mr. Butler reported that the Book Committee had met and several large orders had been placed.

The Librarian submitted the bills which had been approved by the Book Committee and the Finance Committee (List of bills No.40),

and Miss Staunton moved that the bills be approved by the Library Board and that the Librarian transmit them to the Board of Education for approval and payment. The motion was seconded and carried.

Mr. Ray stated that the late William A. Bradford, Jr., a native of Kanawha County, who had died in New York in 1934, in his last will had made certain provisions for the establishment and endowment of a public library in the City of Charleston; that at the time the will was written in 1900 Mr. Bradford was a very wealthy man, but that at the time of his death his holdings had decreased in value and there was not sufficient money for such purpose. Mr. Ray stated that he had discussed the matter with representatives of the Bradford estate, and that there was a legal question involved, namely, whether such money as was available should be devoted to library purposes or should be paid to the heirs and legatees of William A. Bradford, Jr., as a lapsed legacy. The heirs and legatees of William A. Bradford, Jr., have offered, after full consideration of the matter, to apply one-fifth of the net estate to the creation of a trust fund to be known as the William A. Bradford, Jr Memorial Library Fund, to be used for library purposes in the City of Charleston. Mr. Ray recommended to the Board that the matter be settled on this basis.

Judge Ritz moved the adoption of the following resolution:

"WHEREAS, the late William A. Bradford, Jr., in his last Will and Testament, made certain provisions for the establishment and endowment of a free public library in the City of Charleston, West Virginia, and the amount of money available is not sufficient therefor; and,

WHEREAS, it is uncertain whether the money available should be devoted to library purposes or should be paid to the heirs and legatees of William A. Bradford, Jr., as a lapsed legacy; and,

WHEREAS, the heirs and legatees of said William A. Bradford, Jr., have offered to apply one-fifth (1/5) of the net estate of said William A. Bradford, Jr., to the creation of a trust fund to be known as the William A. Bradford, Jr. Memorial Library Fund and to be used for library purposes in the City of Charleston, West Virginia; and,

WHEREAS, the income from said trust estate will be used to purchase books which will be placed in this library, and it is to the advantage of this library that the said offer be accepted and expensive litigation be avoided,

NOW, THEREFORE, BE IT RESOLVED:

(1) that the offer of the heirs and legatees of William A. Bradford, Jr., to devote one-fifth (1/5) of his net estate to the creation of the said trust fund be accepted;

(2) that the Chairman be authorized to sign, seal, acknowledge and deliver on behalf of this library a compromise agreement which will effect such a settlement; and

(3) that the Chairman be authorized to execute and deliver on behalf of this library such other documents and to do such acts and incur such expenses as may be necessary in connection therewith."

The motion was seconded by Mrs. Rummel. A full discussion ensued, and a vote being taken, the motion was unanimously adopted.

Judge Ritz moved that the hour of the monthly meeting of the Library Board be changed from 1:30 P.M. to 4 P.M. The motion was seconded and carried.

The Librarian stated that the President of Morris Harvey College had asked permission to use the Directors' Room for meetings of the College's executive committee. The Chairman stated he saw no reason why permission should not be granted to the College and also to other groups from time to time, so long as the work of the library was not interfered with, and the contents of the room were not damaged.

Judge Ritz moved that Morris Harvey College, and other roups, at the discretion of the Librarian, be permitted to use the irectors' Room for meetings, subject to such regulations as the ibrarian may prescribe. The motion was seconded and carried.

There being no further business, the meeting, on motion, djourned.

Chairman

Secretary

Minutes of a Meeting of the Board of Directors

of

Kanawha County Public Library

held on

March 1, 1940.

The monthly meeting of the Board of Directors of Kanawha ounty Public Library was held on March 1st, 1940, in the Board of irectors' room of the Kanawha County Public Library, at 4 P.M.

Members present:

Mr. Ray
Mrs. Rummel
Miss Taylor
Judge Ritz

Mr. Ray, the Chairman, presided.

The minutes of the meeting of February 2nd, 1940, were ead and approved.

The Chairman called for the Librarian's report, which report as read, accepted and ordered filed, and the Librarian was directed to ublish such parts of it as he might deem desirable.

The Librarian submitted the bills which had been approved y the Book Committee and the Finance Committee (List of bills No. 41), nd Miss Taylor moved that the bills be approved by the Library Board nd that the Librarian transmit them to the Board of Education for ap- roval and payment.

The Chairman stated that he had been considering the atter of the service rendered the community by Crescent Center Branch, d that he had come to the conclusion that there is no justification r its continuing longer as a branch library. After a full discussion, dge Ritz moved the adoption of the following resolution:

> "Resolved, That the Crescent Center Branch of the Kanawha County Public Library be discontinued after April 30, 1940, and that the President of the Board of Directors and the Librarian be authorized to take such action as is necessary to effect the closing of the Branch."

The motion was seconded by Mrs. Rummel, and unanimously rried.

The Librarian brought up for consideration the participa- on of this Library in the State-wide W.P.A. project for the extension library service throughout the State. After a discussion of the matter, dge Ritz moved that the Librarian appoint a committee of three to whom s matter shall be referred for investigation and report back at the next ting. Miss Taylor seconded the motion, which was carried.

The Librarian stated there has been a request by the N.Y.A. two additional bookmobile stops, one at the Girls' training center and other at the Boys' training center. After a discussion of the matter, ge Ritz moved that this matter be referred to the Bookmobile committee, also the matter of the advisability of making stops at the County De- tion Home and the Poor House. The motion was seconded by Miss Taylor, carried.

The Librarian asked for a page to do manual work for two or ree hours every afternoon in the main library. After a discussion of s matter, Judge Ritz moved that the Librarian be authorized to employ

a page at a salary not to exceed $25.00 a month. The motion was seconded by Mrs. Rummel, and carried.

There being no further business, the meeting, on motion, adjourned.

R. L. Collins
Secretary

John Ray
Chairman

MINUTES OF A MEETING OF THE

BOARD OF DIRECTORS

OF

KANAWHA COUNTY PUBLIC LIBRARY

HELD ON

APRIL 5TH, 1940.

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A regular monthly meeting of the Board of Directors of Kanawha County Public Library was held on Friday, April 5th, 1940, in the Board Room of the Kanawha County Public Library, at 4:00 P. M.

The following members were present:

Mr. Ray
Mr. Dayton
Miss Taylor
Mrs. Rummel
Mrs. Clark
Mr. Connell
Judge Ritz

Mr. Ray, the Chairman, presided, and the Librarian acted as Secretary of the meeting.

The minutes of the meeting of March 1st, 1940, were read and approved.

The Librarian read his report, which was discussed, accepted and ordered filed, and the Librarian was directed to

publish such parts of it as he might deem advisable.

On behalf of a number of citizens residing near the Crescent Centre Library a petition was presented praying that the Library be continued. It was the opinion of all the members of the Board that the decision heretofore made in respect to the Crescent Centre Library should not be modified, and the petition was on motion of Judge Ritz laid on the table.

The Librarian submitted the bills which had been approved by the Book Committee and the Finance Committee (List of Bills No. 42), and Mrs. Clark moved that the bills be approved by the Library Board and that the Librarian transmit them to the Board of Education for approval and payment. The motion was seconded and carried.

The Librarian stated that the period of six months had expired during which Mrs. Von Schlechtendal was to receive a salary which covered services during the hours from 2:00 to 5:00 P.M. on Sundays, and that no further arrangement had been made for the Sunday hours. After a discussion of the matter, Mrs. Rummel moved that the Library be closed on Sunday. The motion was seconded and carried.

The Librarian stated that he had discussed plans with Mr. Loop, who is in charge of the printing department at the Charleston High School, for the observance of the

five hundredth anniversary of printing with movable type, which is being celebrated this year throughout the United States. An exhibit consisting of displays of various kinds of books, material on the alphabet, printing, etc. would be held in the main reading room of the Library, in cases, display racks and on tables. Judge Ritz moved that this Library participate in the celebration, which motion was seconded and carried, and the Librarian was authorized and directed to take such action in connection therewith as he deemed necessary.

The Librarian reported that termites have been found on the second and third floors of the Library building. After a discussion of the matter Judge Ritz moved that proper steps be taken to eradicate the termites from the building. The motion was seconded and carried.

The Chairman submitted a memorandum on the personnel of the library staff which had been prepared by the Librarian, and stated that a copy thereof had been sent to each member of the Board. The said Memorandum is attached to the minutes of this meeting as a part hereof.

A discussion of the memorandum ensued, and in the course thereof Judge Ritz moved the adoption of the following resolution:-

WHEREAS, it is the belief of the Board of Directors that in order to render to the citizens of Kanawha County the highest possible quality of public library service, it is imperative that the Kanawha County Public Library be re-organized, strengthened and improved; and,

WHEREAS, it is the belief of the Board of Directors that the effectiveness of a library's service is determined in large measure by the quality of its staff;

NOW, THEREFORE, BE IT RESOLVED, that the minimum qualifications of librarians hereafter to be added to the staff of the Kanawha County Public Library from this day on shall be as follows:

> Graduation from a college or university approved by an accrediting association of more than state-wide standing, plus one year of training in a library school accredited by the American Library Association; or Graduation from a college or university approved by an accrediting association of more than state-wide standing, including one year of training in a library school accredited by the A.L.A., and not less than two years of appropriate experience in a library of recognized standing; and,

BE IT FURTHER RESOLVED, in accordance with the belief of the Board as stated above, that the Head Librarian be and he is hereby directed to release the following staff members, viz., Miss Gertrude Kennedy, Miss Helen Mosser, Mrs. Mary Smithy, Miss Elizabeth Quarrier, and Mr. Willard Wren; and to replace them with trained librarians, who shall meet the qualifications outlined above, after approval by the Board of Directors; and,

BE IT FURTHER RESOLVED, that such changes be made as trained librarians are available and at such times as will, in the opinion of the Librarian, least affect the operation of the library.

The motion was seconded by Mr. Dayton. A vote was taken and the following members voted Aye:- Ray, Dayton, Taylor, Rummel, Clark, Connell and Ritz. No member voted against the motion, and it was accordingly declared adopted, and the Librarian was directed to proceed with such investigations and negotiations as may be necessary to add two or three trained librarians to the staff of the library within the near future.

There being no further business, on motion the meeting adjourned.

John Ray
Chairman.

Charles E. Butler
Secretary.

MINUTES OF THE ANNUAL MEETING OF THE

BOARD OF DIRECTORS

OF

KANAWHA COUNTY PUBLIC LIBRARY

HELD ON

MAY 3, 1940.

The Board of Directors of the Kanawha County Public met on May 3, 1940, at 4 P.M. in the Board Room of the Library. The following members were present:

Mr. Ray
Mrs. Clark
Mr. Robertson
Mr. Connell

Mr. Ray, the Chairman, presided, and the Librarian acted as Secretary.

The minutes of the meeting of April 5, 1940, were read and approved.

The Librarian read his report for the month of April, which was accepted and ordered filed.

The Librarian read excerpts from the Annual Report for the period May 1, 1939, to May 1, 1940. Mrs. Clark moved that the Annual Report be accepted and filed as a part of the minutes of the annual meeting and a copy thereof transmitted to the Board of Education, and to each member of the Board individually, and to each member of the Library Board, and that the Librarian submit such portions thereof, as he deems advisable, to the newspapers for publication. The motion was seconded and carried.

The Librarian submitted the bills which had been approved by the Book Committee and the Finance Committee (List of Bills No.43), and Mr. Robertson moved that the bills be approved by the Library Board and that the Librarian transmit them to the Board of Education for payment. The motion was seconded and carried.

The Chairman stated that his own term as a member of the Library Board, and that of Mrs. Edith Weimer, were to expire on June 30, 1940, and that there were in addition three vacancies on the Board to be filled. After some discussion, it was moved by Mr. Connell that Mr. Ray be re-appointed for a term expiring June 30, 1946; that Mr. George Weimer, of St. Albans, be appointed for a term expiring June 30, 1946; and that Rabbi A.L.Goldburg be appointed to fill the vacancy created by Mrs. Frankenberger's resignation, for a term expiring June 30, 1943. The motion was seconded and carried, and the Secretary was directed to forward the nominations to the Board of Education for approval and confirmation.

The Chairman stated that nominations were in order for the offices of President, Vice-President, and Secretary for the next fiscal year.

Mr. Robertson nominated Mr. Ray and Mrs. Clark for re-election as President and Vice-President, respectively, and the Librarian for election as Secretary. There were no other nominations, and, a vote being taken, Mr. Ray was declared elected President, Mrs. Clark, Vice-President, and Mr. Butler, Secretary, for the ensuing year.

The Chairman stated that it had not been possible for the Budget Committee to hold its meeting prior to the date of the Annual Meeting, and the tentative budget for the fiscal year 1940-1941,

as drawn up by the Librarian, was submitted to the Board as a whole for consideration. It was then

> Voted, That the budget for the Library for the fiscal year 1940-1941, as submitted by the Chairman, be approved; and that said budget be transmitted to the Board of Education.

There being no further business, the meeting, on motion, adjourned.

Chairman

Charles E. Butler
Secretary

Report of the Kanawha County Public Library for the Year Ending April 30, 1940.

The renovation and improvement of the Main Library building has been the most striking achievement of the past twelve months. The interior was thoroughly painted; the flooring of the main reading room was sanded and new linoleum was laid; new steel bookcases were installed; an acoustic tile ceiling and new lighting fixtures were hung; a room on the street floor was redecorated and furnished for the use of the Library Board. Various other items of equipment were added, and the public response has been gratifying. Our aim in this work has been to make the Library as attractive and efficient and as easy to use as possible, and it is our hope that we have thereby set the stage, as it were, for a more complete and striking library service to the citizens of Charleston and Kanawha County. For, to carry the theatrical analogy farther, we have no more than set the stage. We must now prepare our parts, and learn our lines. We have only a small audience as yet, and that must be built up and increased. But we have the past to build on, and the future, however dark it may seem in an apparently darkening world, to build with. "Along with every other agency of traditional culture, the library today faces the dilemma of how to meet the spirit of our own time and not lose the rich values and powers built up through the exercise of a living philosophy. This philosophy has to do with transmitting the inheritance of culture to its heirs, the people of today. It is an office as old as the consciousness of man. It has been performed by people whose belief in learning has often reached to the intensity of a passion. They have been always, in worlds of action and change, the patient sifters of that which outlasts all change, and they have, along with the religious agencies of the spirit, furnished plank after plank in that great bridge across which the present marches to its future, the bridge of man's memory."[1]

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[1]Horgan, Paul, "The Library and Box Office Appeal." Bulletin of the American Library Association, October, 1938, p.691.

A report on the activities of any public library, for almost any year, must go far afield of the limited geographical area which the library serves, if it is to present an adequate picture. The tabulated figures are necessary, of course; it is well to know how many, or how few, books were issued, how many new borrowers were registered, how many new books were acquired, how many old books were discarded. But these figures, however artfully they are presented, fail almost completely to tell the truth. It is not that yearly statistics in a library's report are untrue: it is merely that, paradoxically, they have almost nothing to do with the matter. The fact is that all who deal with libraries, whether in an administrative or advisory or professional capacity, are dealing thereby with intangibles. In an age which believes that if a thing cannot be measured, it cannot reasonably be classed among the facts of life, the intangibles are apt to be looked upon with doubt, if not with outright suspicion. But perhaps this has always been so.

No way has yet been devised to measure the effect of a book on a reader, in spite of the countless words that have been written about this subject, and in spite of the growing attempts to measure the effects of reading. Librarians themselves have joined in the statistical scramble, perhaps in an effort to prove their own alterness to current trends: one article in a recent issue of The Library Journal states that we must find out "what books do what things to what people." The author recommends that specialists in readers' advisory work be staff members in psychological clinics, and that public libraries employ consulting psychologists. Such a recommendation is, of course, the result of an erroneous conception of the functions of books and of the public library. I realize that it may sound smug to dismiss such a conception as completely wrong, since no one, or no group, has ever formulated with any satisfaction a statement as to what the functions of the public library really are; but surely the library will not solve its problems by assuming the functions of medical specialists.

Another aspect of this absorption with effect is the interest in what are called "readable" books. One of our great universities has established a Readability Laboratory, for the purpose of deciding what qualities make a book "readable" to the "average person." Three qualities have been decided upon: they are "lucidity," "comprehensibility," and "appeal." No one will deny, I think, that it is important for librarians to know as much as possible about books and about people, but these experiments and deductions and recommendations have an aura of unreality about them, an almost frightening lack of balance. I believe they are a result of the current attempt to measure and chart the immeasurable

All literature, aside from the purely factual and informational, is the communication of emotion: and all reading, aside from the factual and informational, deals however we may shy away from the words, with that rare and elusive thing, the human spirit. And these things are, of course, the immeasurable things.

For many years the question of a philosophy of librarianship has attracted librarians and bibliographers. Some attempt has been made to formulate, or to outline, what the philosophy of librarianship is, or should be, but these attempts have been received with little enthusiasm by librarians as a whole. This lack of enthusiasm can be traced, I suppose, to the absence of a clear understanding of what the real functions of the public library are. Or it may be the other way around: the activities proper to the public library may be determined only after certain principles have been decided upon. At any rate, the functions and the philosophy are dependent upon each other.

Many pages have been written upon these interdependent subjects, the functions of the public library and the philosophy of librarianship, and in the end there have been only as many different points of view as there have been writers. The realists have out-written the romanticists: in their haste to demonstrate an awareness of current trends librarians have climbed on almost every band-wagon that has rolled, briefly and flashily, down the road. Adult education has been the most promising, and, at the present, stands in highest favor. The pages of the library periodicals have carried an enormous amount of material on this subject, and it may be that in adult education the library will find its strongest and most enduring base. Even the adult education specialists, however, and the most ardent believers, have not yet agreed on just what adult education is. The mere supplying of books without regard to any influence they may exert, is not considered adult education. Forums, lecture courses, classes, vocational work; rooms equipped for the showing of educational and documentary films--the range of procedures and experiments is wide indeed. It would be unreasonable, of course, to ask that the problem be settled immediately, or to hope that all experiments be proved right or wrong without a trial: the public library, if it is to continue, must be subject to change, like all the living institutions invented by man. But we must remember that, as yet, books are our medium. If in time to come the radio, and the spoken word, and the moving picture, are to supplant the printed book, the library will adjust itself; or men will create another institution to furnish, by these media, what the library of today furnishes. Probably the matter has been stated most simply and convincingly by Paul Horgan, whose "The Library and Box Office Appeal," delivered at the 1938 Conference of the A. L. A. and printed in the A. L. A. Bulletin in October, 1938, states:

"Either we are swayed and dictated to by popular demand or we undertake the role of honest teachers and offer to share our own taste with those who come to us for books and learning in all its forms...." It is a general statement, of course, but apparently the problem cannot be stated except in general terms.

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Such statistics, then as have been kept by the Library, follow. They are not so complete or so detailed as is desirable, and during the coming year they will be expanded to include all aspects of work.

Circulation report from May 1st, 1939, to May 1st, 1940.

(Totals in parentheses are for the preceding year)

Adult non-fiction...	34,073		
Adult fiction ...	64,945		
Total adult department.....		99,018	(91,376)
Juvenile non-fiction...	6,868		
Juvenile fiction ...	18,370		
Total Juvenile Department.....		25,238	
Grand Total Main Library.....		124,256	(117,301)
Crescent Center		3,490	(5,385)
Bookmobile		23,159	(22,886)
Garnet Branch		18,373	(14,653)
Grand Total		169,279	(160,225)

New cards issued to borrowers:

New members (Adult)	1648	
Re-registered(")	397	
New members (Junior)	544	
Student Members	157	
Transients	25	
New Members (Bookmobile)	432	
New Members (Garnet)	269	
Total	3472	(2574)

Branches. Three subsidiary agencies have supplemented the work of the Main Library. These are the county Bookmobile, Garnet Branch, and Crescent Center Branch. By action of the Library Board, Crescent Center was discontinued on April 30, 1940. It was felt that a more satisfactory library service could be rendered to the potential reading group in the community by the combined services of the Main Library and the Bookmobile. For the present the branch is being maintained by a private agency as a social service center and reading room.

Garnet Branch is located in the Negro High School and is intended to serve the Negro Population of the city. Garnet operates as a practically independent branch, operated as a separate library, except for a common Library Board. All administrative functions are performed in the Branch, which differs from the Main Library in its charging system and general policies.

The Bookmobile is intended to serve the residents of Kanawha County residing outside the City of Charleston. Twenty-six stops in various parts of the county are made weekly. The circulation from May 1, 1939, through April, 1940, was 23,159, approximately 300 more than that of the preceding year. 432 cards were issued to new borrowers.

Reference Department.
In the past the reference service has not existed as a special department of the library, but has been performed incidentally in connection with general circulation activities. Little or no attention was given to its development as a special function, and no records have been kept regarding its use, types of inquiries received, etc. With its establishment as a regular department during the coming year, it is hoped that this feature of the Library's service can be put upon a firm and substantial basis.

Boys' & Girls' Department: During the time school is in session, this Department is open from two until six P. M. Mondays through Fridays; on Saturdays and school holidays from Ten A. M. until Six P. M. During the summer the hours are from Ten A. M. until Four P. M.

The Department's circulation for the period of this report was 25,238 books, 687 less than in the preceding year. Cards were issued to 544 new borrowers, as compared with last year's 545.

Story Hour programs have been conducted on Saturday mornings by the staff of the Department, with the assistance of Mrs. T. G. Methven.

Special displays were held in observance of Book Week, Andrew Jackson's birthday, the Children's Crusade for Children and Christmas.

The Children's Librarian attended a six weeks term at the School of Library Science of Columbia University during the summer.

Accessions. 5042 volumes were added to the active collection during the year. These included old and new gift material which had been in the Library for some time but had not been prepared for public use, and bound periodicals, as well as the new purchases. Among the more important new purchases were the following: Lowndes' Bibliographer's Manual of the English Literature, London, 1869; the complete file of the Library Quarterly; the first three volumes of the Shakespeare Head edition of Swift's works; James Westfall Thompson's The Medieval Library; Toynbee's A Study of History; Chadwick's The Growth of Literature; Munn's Encyclopedia of Banking and Finance; Moulton's Library of Literary Criticism; Craven's Treasury of Art Masterpieces; and Sandburg's Abraham Lincoln: the War Years.
New periodicals subscribed to during the year include: Journal of Education, the Library Quarterly, the Southern Review, Story Magazine, and the Virginia Quarterly Review.

A total of $4,829.50 was expended for books, periodicals and binding during the year.

Withdrawals.
640 titles were withdrawn from the circulation collection.

Gifts have been received from: Mrs. W. E. Chilton, Mr. W. E. Chilton, Jr.; Dr. R. D. Ketchum; Misses Elizabeth and Ethel Knight; Mrs. G. T. Thayer; the Carbide and Carbon Co.; and the Charleston High School; the Buhl Foundation; the Kanawha Players; Mrs. Bayard Ennis; and many others too numerous to mention. To all these generous donors, who are motivated to share their books with the wide general public, the Library is deeply grateful.

On the evening of March 28, the Woman's Kanawha Literary Society unveiled a bronze tablet which had been installed on the wall to the right of the main desk, commemorating the founding of the Library in 1908. Between forty and fifty persons attended the ceremonies, and the tablet was accepted by Mrs. Rummel on behalf of the Library Board and Mr. Robertson on behalf of the Board of Education. Brief speeches were made by Mrs. Clark, Mr. Flinn, Mr. Connell and Mr. Mathews, of the Library Board, and by others.

Miss Letitia Ferguson, a member of the English Department of the Junior High School at Belle, has given the Library several hours of work each week in conjunction with her summer study at the Library School of Peabody College. The arrangement has been mutually beneficial.

For the sake of the record, it should be stated that the present Librarian began his duties on October 1, 1939, and has been with the Library for seven months of the period covered by this report.

Whatever success is here reported must be credited in large measure to the members of the Library Board and the Board of Education of Kanawha County, who have the satisfaction of fostering and encouraging a worthy cause, of rendering unselfish service with satisfaction of serving an effort worth while, of planning for developments with the hope of achievement at no hopelessly distant day.

Respectfully submitted,

May 3, 1940

Charles E. Butler
Librarian

MINUTES OF A MEETING OF THE

BOARD OF DIRECTORS

OF

KANAWHA COUNTY PUBLIC LIBRARY

HELD ON

JULY 12, 1940.

The regular monthly meeting of the Board of Directors was held on July 12, 1940, at 4 P. M. in the Board Room of the Library.

The following members were present:

Mr. Ray
Mrs. Rummel
Miss Taylor
Mr. Robertson

Mr. Ray, the Chairman, presided.

The minutes of the Annual Meeting held on May 3 were read, approved and ordered filed.

The Chairman called for the Librarian's report. The Librarian read his report covering the months of May and June, which report was accepted and ordered filed, and the Librarian was directed to publish such parts of it as he might deem desirable.

The Librarian submitted the bills which had been approved by the Book Committee and the Finance Committee (List of Bills No.44) and Miss Taylor moved that the bills be approved by the Library Board and that the Librarian transmit them to the Finance Committee for payment. The motion was seconded and carried.

The Librarian exhibited printed bookmarks which carried some information regarding the Library and some advertising about the Charleston Gazette, a supply of which had been furnished by the Gazette to the Library for distribution. It was agreed that bookmarks are desirable, and it was suggested that the Librarian consult with the proper officials of the other local paper to ascertain if they wished to do some similar advertising.

The Librarian reported that the former Crescent Center Branch Library was re-opening as a settlement house and reading room under the sponsorship of the Junior League and the Virginia Street Temple Sisterhood. A changing supplementary collection of books from the Kanawha County Public Library will be on deposit in the reading room. Miss Taylor moved, and it was seconded and carried, that publicity be given to this deposit collection. A request from Miss Jean Brown for financial assistance to Crescent Center was presented by the Librarian, and it was unanimously voted that the Kanawha County Public Library is not in a position to give financial aid to the Crescent Center Project.

A letter from Mrs. R. H. Vining, of Montgomery, was presented, protesting against the closing of the Library on Sunday. No action was taken.

There was some discussion of the proposed changes in the personnel of the Library, and regret was expressed that evidently it has not been possible to keep the plans of the Board confidential until such time when new staff members are to be

appointed. The Librarian presented two names for consideration by the Board, those of Miss Letitia Ferguson, of Charleston, and Miss Katherine Inez Poe, of Raleigh, North Carolina. Miss Ferguson is a graduate of Marshall College, and has for the past four years been a teacher of English at the DuPont Junior High and High Schools. She will receive her degree in Library Science in August from the Library School of George Peabody College for Teachers in Nashville, and as a part of her requirements for the degree has done several hours of work weekly in this Library since last October. Miss Katherine Inez Poe, of Raleigh, North Carolina, was graduated in 1935 from Meredith College in Raleigh. After teaching high school subjects in a rural school in North Carolina, she attended the School of Library Science at the University of North Carolina, and has been since 1938 Assistant Regional Librarian for the Farm Security Administration.

The Librarian stated that in his opinion Miss Ferguson and Miss Poe would be valuable additions to the Library staff, the former in adult circulation work, replacing Miss Helen Mosser, and the latter in county extension work, in place of Mr. Wren. Mr. Robertson moved that Miss Ferguson and Miss Poe be appointed to the staff of the Kanawha County Public Library, the salary for Miss Ferguson to be $1440 per annum and for Miss Poe, $1500 per annum. The motion was seconded and, a vote being taken, was duly adopted.

There being no further business, the meeting, on motion, adjourned.

Chairman

Charles E. Butler
Secretary

MINUTES OF A MEETING OF THE

BOARD OF DIRECTORS

OF

KANAWHA COUNTY PUBLIC LIBRARY

HELD ON

SEPTEMBER 6, 1940.

The regular monthly meeting of the Board of Directors was held on September 6, 1940, at 4 P.M. in the Board Room of the Library.

The following members were present:

Mr. Ray
Miss Taylor
Mr. Robertson
Judge Ritz
Mr. Dayton

Mr. Ray, the Chairman, presided.

The minutes of the meeting held on July 12 were read, approved, and ordered filed.

The Chairman called for the Librarian's report. The Librarian read his report covering the months of July and August, which report was accepted and ordered filed, and the Librarian was directed to publish such parts of it as he might deem desirable.

Mr. Dayton stated that it had come to his attention that complete files of two important English periodicals were available from a London bookseller at an extremely low cost. The periodicals are: The Illustrated London News, complete from 1842 to 1938, and The Quarterly Review, from 1809 to 1939. There was some discussion on

the matter, and it was agreed that the addition of these files to the Library's reference collection would be desirable. Mr. Dayton then moved that the Librarian be instructed to place an order for the said sets of periodicals, and Miss Taylor seconded the motion. A vote being taken, the motion was adopted. It was suggested by Judge Ritz that an order be placed for subsequent issues of the two periodicals, in order that the Library's files of them be complete.

The Librarian submitted the bills which had been approved by the Book Committee and the Finance Committee (List of Bills No.45), and Miss Taylor moved that the bills be approved by the Library Board and that the Librarian transmit them to the Finance Committee for payment. The motion was seconded and carried.

Mr. Ray, as Chairman of the Finance Committee, stated that the yearly lease between the Finance Committee and Morris Harvey College for a portion of the Library Building was due for renewal, and that the Finance Committee had voted to extend the lease for one year. Mr. Dayton moved that the Library Board approve the action of the Finance Committee extending said lease, and the motion was seconded and adopted.

The Chairman stated that the trust indenture regarding the bequest to the Library by the late William A. Bradford had been executed, and that as soon as the necessary bookplate was agreed upon and the administrator in New York makes the distribution of the estate, the fund will be placed at the disposal of the Library Board.

The Librarian stated that Miss Elizabeth Quarrier had been accepted as a student in the Department of Library Science at the College of William and Mary, for the school year beginning September

20, 1940. He recommended that she be given a ten months' leave of absence, and stated that he had interviewed two candidates for the temporary vacancy on the staff, Miss Genevieve Gibson of Huntington, and Miss Nancy Wilson of Morgantown. Both are qualified professional librarians, Miss Gibson having been trained at the library school of Western Reserve University, and Miss Wilson at the University of North Carolina. Judge Ritz moved, and Mr. Robertson seconded, that the Librarian be instructed to employ one of the two for the position vacated temporarily by Miss Quarrier, at a salary of $120.00 per month. The motion was adopted.

Miss Taylor suggested that some thought be given to the matter of placing a memorial tablet in the Library in honor of Mr. George Laidley, and moved that a committee of the Board be appointed to consider the matter. Judge Ritz seconded the motion, which was passed, and Mr. Ray appointed Miss Taylor chairman.

There being no further business, the meeting, on motion adjourned.

Charles E. Butler
Secretary

John W. Ray
Chairman

MINUTES OF A MEETING OF THE

BOARD OF DIRECTORS

OF

KANAWHA COUNTY PUBLIC LIBRARY

HELD ON

OCTOBER 4, 1940.

The regular monthly meeting of the Board of Directors was held on October 4, 1940, at 4:15 P.M. in the Board Room of the Library.

The following members were present:

Mrs. Rummel
Miss Taylor
Mr. Connell
Mr. Flinn

In the absence of the President and Vice-President, Mr. Flinn was chosen to act as chairman by unanimous consent.

There being no objections, the reading of the minutes of the meeting held on September 6, was dispensed with.

The Chairman called for the Librarian's report. The Librarian read his report covering the month of September, which report was accepted and ordered filed, and the Librarian was directed to publish such parts of it as he might deem desirable.

The Librarian submitted the bills which had been approved by the Book Committee and the Finance Committee (List of Bills No. 46), and Mr. Connell moved that the bills be approved by the Library Board and that the Librarian transmit them to the Board of Education for payment. The motion was seconded and carried.

The Librarian presented copies of letters from Mr. Dayton, as Chairman of the Book Committee, to Mr. Ray and Mr. Snyder, recommending that advantage be taken of the great reduction in prices in the English book market. Mrs. Rummel moved the adoption of the following resolution:

WHEREAS, it is believed that certain types of books may be more cheaply purchased in England than in the United States; and

WHEREAS, assurance has been received from certain booksellers in England that any American funds paying for such books will, in turn, be spent in America;

Now, therefore, be it resolved:

That the Book Committee is authorized and shall feel free to make purchases of English books where it is believed they may be purchased more cheaply than in the United States; and

That the Book Committee have power to act.

The motion was seconded by Mr. Connell, and was unanimously adopted.

The Librarian stated that in his opinion it was not desirable to continue to place new fiction in the Rental Collection at a charge of five cents per week for each book. There was some discussion, and it was agreed that inasmuch as the Library is able to do so, it should provide new books at no charge to patrons. Mr. Connell moved that the Rental Collection be dispensed with at this time. The motion was seconded by Miss Taylor and carried.

A letter from Mrs. Harvey M. Scott, protesting against the book-buying policy of the Library, was presented by the Librarian, together with his reply. There was some discussion, but no action was deemed necessary.

There being no further business, the meeting, on motion, adjourned.

Chairman pro tem

Charles E. Butler
Secretary

MINUTES OF A MEETING OF THE

BOARD OF DIRECTORS

OF

KANAWHA COUNTY PUBLIC LIBRARY

HELD ON

DECEMBER 6, 1940

The regular monthly meeting of the Board of Directors was held on December 6, 1940, at 4 P.M. in the Board Room of the Library.

The following members were present:

Mr. Ray
Mrs. Clark
Mrs. Rummel
Judge Ritz
Mr. Robertson
Mr. Dayton

Mr. Ray, the Chairman, presided.

The minutes of the meeting held on October 4th were read, approved, and ordered filed.

Mr. Dayton discussed in some detail several items offered for sale by the English Bookseller, Francis Edwards ltd., stating that in view of the relatively low prices at which this valuable material was being offered, it would be to the Library's advantage to attempt to secure it. The material in question is:

Bibliographical Society, Complete set, 86 volumes, 1892-1939, at 60 lb.

Cobbett's Complete collection of State Trials and Proceedings for High Treason, and other crimes and misdemeanors, from the Earliest period to the present times, 34 volumes, at 16 lb.

Rolls Series. Chronicles and Memorials of Great Britain and Ireland during the Middle ages, published by the authority of H.M.'s Treasury under the direction of the Master of the Rolls, Complete set, 264 vols., roy.,at 300 lb.

The Librarian stated that neither the West Virginia State Library nor the Library of the University of West Virginia owned these sets. It was agreed that because of the rarity and significance of this material it might be to the Library's advantage to acquire it, and after further discussion Judge Ritz moved the adoption of the following resolution:

Resolved: That the Librarian be authorized to purchase these items from such funds as he and Mr. Ray decide.

The resolution was seconded and unanimously adopted.

The Chairman called for the Librarian's report. The Librarian read his reports covering the months of October and November, which reports were accepted and ordered filed, and the Librarian was directed to publish such parts of them as he might deem desirable.

The Librarian submitted the bills which had been approved by the Book Committee and the Finance Committee (List of bills No. 47), and Judge Ritz moved that the bills be approved by the Library Board and that the Librarian transmit them to the Board of Education for payment. The motion was seconded and carried.

The Chairman announced that Mrs. Clark wished to be relieved as Chairman of the Publicity Committee. Mrs. Clark stated that she was most willing to serve as a member of the committee, but that it was her feeling that the chairmanship might better be held by one who had no personal connection with either of the local newspapers.

The Chairman said that he was in agreement with Mrs. Clark and was accordingly appointing Miss Taylor chairman of the committee.

The Chairman announced that during the past weeks he and the Librarian, and Mr. Andrew Calloway, Assistant Superintendent of Schools, had been giving some thought to Garnet Branch Library. Although Garnet Branch is to all intents and purposes an independent unit, this Library's bylaws provide that Garnet Branch shall be superivsed by the Board of Directors of the Kanawha County Public Library. The Branch Library Board, which was appointed some years ago, has been inactive for some time and apparently never adopted a set of bylaws for the operation of the Branch. A set of bylaws modeled in general upon the bylaws of the Kanawha County Public Library have been drawn up by the Chairman and the Librarian, and the Chairman offered these for consideration.

There was some discussion, and Judge Ritz moved the adoption of the following resolution:

RESOLVED, FIRST:- That Garnet Branch Library be managed, under the supervision of this Board, by a board of directors of six (6) members, who shall serve without pay, to be known as "Branch Library Board", the members of which shall be residents of Kanawha County.

SECOND:- That the following are hereby elected members of the Branch Library Board of Garnet Branch Library for terms expiring on the dates set opposite their respective names, or until their respective successors are appointed, to-wit:

Willia Smith, of Charleston, W. Va.,	for a term expiring	June 30, 1941
C. W. Boyd, of Charleston, W. Va.,	" " " "	June 30, 1942
Helen J. Anderson, of Charleston, W. Va.,	" " " "	June 30, 1943
Clinton A. Jackson, of Charleston, W. Va.,	" " " "	June 30, 1944
Miles Jefferson, of Institute, W. Va.,	" " " "	June 30, 1945
Andrew A. Calloway, of Charleston, W. Va., President,	" " " "	June 30, 1946

THIRD:- That on or before June 30, 1941, and on or before June 30 of each year thereafter, the Board of Directors of Kanawha County Public Library shall elect a member of the Branch Library Board of Garnet Branch Library who shall serve for six (6) years.

FOURTH:- That the following by-laws are hereby enacted for the government of Garnet Branch Library, to be effective as of November 1, 1940, to-wit:-

BY-LAWS OF THE GARNET BRANCH LIBRARY

Article 1.

Officers

Section 1. The officers of the Branch Library Board shall be president, vice-president and secretary, elected at the annual meeting to serve for one year. They shall be members of the Branch Library Board.

Section 2. Vacancies in office shall be filled for the unexpired term at the first regular meeting of the Branch Library Board after the vacancy occurs.

Section 3. The president shall preside at all meetings. He shall appoint the members of the standing committees provided for in Article III. He shall perform such other duties as generally pertain to the office of president.

Section 4. The vice-president shall, in the absence of the president, perform the duties of the president.

Section 5. The secretary shall keep the minutes of meetings of the Branch Library Board, the minutes of committee meetings, when requested, and all official records of the Branch Library Board.

Article II.

Meetings.

Section 1. The Branch Library Board shall hold a annual meeting on the first Friday in the month of April of each year.

Section 2. The Branch Library Board shall hold regular meetings on the first Friday of each month other than April, or at such other times as the Branch Library Board may fix therefor.

Section 3. Special meetings may be called by the secretary at the direction of the president, or at the request of three members, and the notices for such special meetings shall state the objects for which they are called.

Section 4. Three members of the Branch Library Board shall constitute a quorum.

Article III.

Committees.

Section 1. The president shall promptly after each annual meeting appoint a Book Committee, Budget Committee, Publicity Committee, and Administration Committee, to serve for one year.

Section 2. The Book Committee shall consist of three members. It shall supervise the purchase of books, magazines, maps, etc. for the library.

Section 3. The Budget Committee shall consist of three members. It shall prepare a budget of expenditures to be submitted by the Branch Library Board to the Board of Directors of Kanawha County Public Library not later than the first day of May of each year.

Section 4. The Publicity Committee shall consist of three members. It shall have charge of all matters relating to publicity and shall do what is proper to advise the colored residents of Kanawha County of the services afforded by the library and to promote and extend the use of the library.

Section 5. The Administration Committee shall consist of three members. It shall have supervision of the library quarters and the maintenance and repairs to same, and shall have supervision over all matters which do not fall under the jurisdiction of the librarian or other standing committees.

Article IV.

Officials and employees.

Section 1. The principal branch library officials shall be the librarian and assistant librarian. They shall be appointed by the Board of Education of Kanawha County, upon the recommendation of the Board of Directors of Kanawha County Public Library. The Branch Library Board may, when there is a vacancy, propose to the Board of Directors of Kanawha County Public Library the names of such persons as are qualified for appointment to the position to be filled.

Section 2. The Branch Library Board shall also propose to the Board of Directors of Kanawha County Public Library a janitor and such other employees as may be necessary, and they shall be appointed by the Board of Education of Kanawha County, upon the recommendation of the Board of Directors of Kanawha County Public Library.

Section 3. The Branch Library Board shall define the duties of all library officials and employees, prescribe their working hours, vacation periods, and sick leave, subject, however, to such rules and regulations as may be prescribed by the Board of Directors of Kanawha County Public Library.

Section 4. In addition to the specific duties of officials and employees, they shall perform any duties relating to the work of the Branch Library which may be assigned to them by the librarian or the Branch Library Board.

Article V.

The Librarian.

Section 1. The librarian shall be responsible to the Branch Library Board for the proper management of the branch library, for the preservation and care of its property, and for the discipline and efficien of its services.

Section 2. The librarian shall make recommendations for appointments, promotions, etc.

Section 3. The librarian shall purchase books, magazines and papers for the branch library under the direction of the Book Committee; shall be responsible for the books, etc. in the branch library and shall see that the same are properly prepared for public use.

Section 4. The librarian shall keep account of all fines and other money received, and report the same to the Branch Library Board.

Section 5. The librarian shall attend all meetings of the Branch Library Board, the meetings of committees when requested, and at least once each month shall report ot the Branch Library Board all books purchased and all books received during the month, the operations of the library and such recommendations as may be proper to promote its efficiency.

Section 6. The librarian shall prepare an annual written report showing fully the operations of the library, which report shall be filed as a part of the minutes of each annual meeting of the Branch Library Board, and two copies thereof shall be transmitted to the Board of Directors of Kanawha County Public Library promptly after each annual meeting of the Library Board.

Section 7. In the event the Branch Library Board shall so desire, the librarian shall act as secretary of the Branch Library Board, and of its committees when so requested.

Article VI.

Assistant Librarian.

Section 1. The assistant librarian shall, under the librarian, have control of the library employees, and shall perform such duties as may be assigned by the Librarian.

Section 2. In the absence of the librarian, the assistant librarian shall attend to such details of administration as the routine of the branch library demands.

Article VII.

Expenditures.

Section 1. All bills for books, magazines, papers, bindings, etc. shall be approved by the Book Committee, and all other bills shall be approved by the Administration Committee, before they are presented to the Branch Library Board.

Section 2. The Branch Library Board shall keep a separate record of the lists of bills which are approved by it. The librarian shall prepare said lists of bills, and upon approval, they shall be numbered consecutively and filed in said record. Immediately after each meeting the librarian shall transmit to the Board of Directors of Kanawha County Public Library a certified copy of the list of bills approved thereat.

Section 3. After bills have been approved by the Branch Library Board they shall be transmitted by the Librarian to the Board of Education for approval and payment.

Section 4. No expenditures shall be made in excess of the amount provided for that purpose in the annual budget of the library.

Article VIII.

Section 1. The Branch Library Board shall fix the hours during which the library shall be open.

Section 2. The Branch Library Board shall promulgate such rules as it may from time to time deem necessary for the proper operation of the library.

Article IX.

Order of business.

Section 1. The order of business at the regular meetings of the Branch Library Board shall be:

1. Roll call
2. Reading of minutes
3. Report of librarian
4. Report of committees
5. Approval of bills
6. Unfinished business
7. New business

Article X.

Quorum.

Section 1. A quorum of the Branch Library Board shall consist of three members.

Article XI.

Inspection.

The branch library shall be open to inspection at all times by the librarian of Kanawha County Public Library, or other representative appointed by it for that purpose, and all records shall be made available to him. He shall have the right to make suggestions relating to the purchase of books, periodicals and other library material, and to other matters which will promote the efficiency of the library. If the Branch Library Board does not adopt such suggestions, a report in writing shall be made by it to the Board of Directors of the Kanawha County Public Library in which shall be fully set out the objections of the Branch Library Board thereto.

Article XII .

Amendments.

Section 1. These by-laws may be amended by the Board of Directors of Kanawha County Public Library. Recommendations for their amendment may be made by vote of a majority of the Branch Library Board.

The motion was seconded by Mrs. Clark and was unanimously adopted.

The Librarian announced that on November 1, Miss Virginia Kiser and Mrs. Barbara Stone Kekwick had been added to the Library Staff, Mrs. Kekwick as part time assistant in the Boys' and Girls' Department at a salary of $20.00 a month, and Miss Kiser as the Librarian's secretary and typist in the catalog department, at a salary of $80.00 a month. Judge Ritz moved, and Mr. Robertson seconded, that the appointments be approved and the motion was unanimously adopted.

There being no further business, the meeting, on motion, adjourned.

Chairman

Charles E. Butler
Secretary

MINUTES OF A MEETING OF THE

BOARD OF DIRECTORS

OF

KANAWHA COUNTY PUBLIC LIBRARY

HELD ON

FEBRUARY 7, 1941

A regular monthly meeting of the Board of Directors was held on February 7, 1941, at 4 P.M. in the Board Room of the Library.

The following members were present:

Mr. Ray
Rabbi Goldburg
Judge Ritz
Mr. Flinn

Mr. Ray, the Chairman, presided.

The minutes of the meeting held on December 6, 1940, were read, approved and ordered filed.

The Chairman called for the Librarian's report. The Librarian read his reports covering the months of December and January, which reports were accepted and ordered filed, and the Librarian was directed to publish such parts of them as he might deem desirable.

The Librarian submitted the bills which had been approved by the Book Committee and The Finance Committee (List of Bills No. 48), and Judge Ritz moved, Mr. Flinn seconding, that the bills be approved by the Library Board and that the Librarian transmit them to the Board of Education for payment. The motion was carried.

The Librarian reported that the newly-appointed Branch Library Board of Garnet Branch Library had held an organization meeting on

January 8, with Mr. A. H. Calloway, Mr. Miles Jefferson, and Mrs. Helen J. Anderson being elected President, Vice-President, and Secretary, respectively.

The Librarian reported the death of Dr. J.A. Wood, on January 9, member of the Board of Directors from Pratt, West Virginia. Judge Ritz moved that the following resolution be spread upon the minutes of this meeting, and that a copy of it be sent to Mrs. Wood:

WHEREAS, The Board of Directors of Kanawha County Public Library has learned with deep regret of the death of Dr. J. A. Wood, of Pratt,W.Va., a member of the Library Board since 1934;

NOW, THEREFORE, BE IT RESOLVED, That the Board of Directors hereby expresses its deep and sincere regret in the loss of Dr. J.A. Wood, a fellow Board member who was at all times a faithful and cooperative worker in the cause of a better community public library service for the citizens of Kanawha County,

The motion was seconded by Mr. Flinn, and a vote being taken, the motion was unanimously adopted.

There was some discussion regarding the present four vacancies in the Board's membership, and several suggestions were made. It was decided to give the matter more consideration at the next meeting.

The Librarian presented for discussion the matter of adequate janitorial service for the Library. The present janitor, for the past few months, has not been in the best of health, and the Librarian stated that his work had been unsatisfactory in all respects for some time. There was some discussion, and the Chairman requested Judge Ritz,

Rabbi Goldburg, Mr. Flinn and the Librarian to act as a committee on the matter and to report to the Board.

There being no further business, the meeting, on motion, adjourned.

Chairman

Charles E. Butler
Secretary

MINUTES OF A MEETING OF THE

BOARD OF DIRECTORS

OF

KANAWHA COUNTY PUBLIC LIBRARY

HELD ON

MARCH 7, 1941

A regular monthly meeting of the Board of Directors was held n March 7, 1941, at 4 P.M. in the Board room of the Library.

The following members were present:

Mr. Ray
Mrs. Rummel
Miss Taylor
Judge Ritz

Mr. Ray, the Chairman, presided.

The minutes of the meeting held on February 7, 1941, were read, pproved and ordered filed.

The Chairman called for the Librarian's report. The Librarian ead his report covering the month of February, which report was accepted nd ordered filed, and the Librarian was directed to publish such parts f it as he might deem desirable.

The Librarian submitted the bills which had been approved by he Book Committee and the Finance Committee, (List of Bills No. 49), nd Miss Taylor moved, Judge Ritz seconding, that the bills be approved y the Library Board and that the Librarian transmit them to the Board f education for payment. The motion was carried.

The Librarian reported that the special committee appointed t the February 7 meeting to consider the matter of adequate janitorial

service for the Library had met and discussed the matter. The Committee had authorized the Librarian to report the Board's dissatisfaction with the manner in which the building is maintained to the janitor, and to inform him that he would be considered as on trial for the ensuing month, and that unless an improvement was evident during the period, his services would be dispensed with.

The Librarian reported further that some improvement has been evident in the janitor's work.

There was a brief discussion of persons who might be considered for Board membership, but no action was taken.

There being no further business, the meeting, on motion, adjourned.

John W. Ray
Chairman

Charles E. Butler
Secretary

MINUTES OF A MEETING OF THE

BOARD OF DIRECTORS

OF

KANAWHA COUNTY PUBLIC LIBRARY

HELD ON

APRIL 5, 1941

A regular monthly meeting of the Board of Directors was held on April 5, 1941, at 4 P.M. in the Board Room of the Library.

The following members were present:

Mr. Ray
Mrs. Rummel
Mrs. Clark
Judge Ritz

Mr. Ray, The Chairman, presided.

The minutes of the meeting held on March 7, 1941, were read. After corrections they were approved and ordered filed.

The Chairman called for the Librarian's report. The Librarian read his report covering the month of March, which report was accepted and ordered filed, and the Librarian was directed to publish such parts of it as he might deem desirable.

The Librarian submitted the bills which had been approved by the Book Committee and the Finance Committee, (List of Bills No. 50), and Judge Ritz moved, Mrs. Clark seconding, that the bills be approved by the Library Board and that the Librarian transmit them to the Board of Education for payment. The motion was carried.

Judge Ritz moved that the Annual meeting of the Board of Directors be held on the second Friday in May, which will fall on May 9th, instead of on the first Friday. The motion was seconded and carried.

There was some discussion of the memorandum regarding the library staff submitted by the Librarian under date of March 31st, and it was moved by Judge Ritz that the matter be considered at the next meeting and that the Board of Directors be so notified of the proposed consideration. The motion was seconded and carried.

There being no further business, the meeting, on motion, adjourned.

Chairman

Charles E. Butler
Secretary

MINUTES OF A MEETING OF THE

BOARD OF DIRECTORS

OF

KANAWHA COUNTY PUBLIC LIBRARY

HELD ON

MAY 9, 1941

The regular annual meeting of the Board of Directors of Kanawha County Public Library was held on May 9, 1941, at 4 P. M. in the Board Room of the Library.

The following members were present:

Mr. Ray
Mrs. Clark
Mrs. Rummel
Miss Taylor
Mr. Flinn
Mr. Dayton
Rabbi Goldburg
Mr. Connell
Mr. Robertson

Mr. Ray, the Chairman, presided.

The memorandum of the Librarian dated March 31, in which the addition of four new staff members was recommended, was discussed, and in the course therof Mr. Dayton moved the adoption of the following resolution:

> RESOLVED, that the recommendation of the Librarian that the staff of the Kanawha County Public Library be increased by four librarians, as suggested in the Librarian's memorandum dated March 31, 1941, be approved, and that the Kanawha County Board of Education be requested for authority to employ four new staff members.

The motion was seconded by Rabbi Goldburg, and a vote being taken, the motion was declared adopted.

The Chairman of the Budget Committee, Mrs. Rummel, presented the proposed budget for the fiscal year 1941-1942 as adopted by the Budget Committee at a meeting held on April 28, 1941. Mr. Robertson moved the adoption of the following resolution:

> RESOLVED, that the budget for the Library for the fiscal year 1941-1942, as recommended by the Budget Committee, be approved; and that said budget be transmitted to the Board of Education.

The motion was seconded by Mrs. Clark, and a vote being taken, it was declared adopted.

The Chairman called for the Annual Report of the Librarian. The Librarian read excerpts from the Report for the period May 1, 1940, to April 30, 1941. It was moved that the Annual Report be accepted and filed as a part of the Minutes of the Annual Meeting and a copy thereof be transmitted to the Board of Education, and to each member of the Board individually, and to each member of the Library Board, and that the Librarian submit such portions thereof, as he deems advisable, to the newspapers for publication. The motion was seconded and carried.

The Librarian submitted the bills which had been approved by the Book Committee and the Finance Committee, (List of bills No. 51 and 52), and it was moved that the bills be approved by the Library Board and transmitted to the Board of Education (List No. 51) and to the Finance Committee (List No. 52) for payment. The motion was seconded and carried.

The Librarian presented a letter from the Work Projects Administration of West Virginia, dated May 2, 1941, outlining plans for a South Charleston community W. P. A. enterprise in connection with local defense. The project envisages, among other things, a community Library Service project, and the cooperation of the Kanawha County Public Library was requested. After discussion, Mr. Dayton moved that the request be referred to a special committee for study and recommendation. The motion was seconded and carried, and the Chairman accordingly appointed a committee consisting of Mr. Dayton, Mr. Robertson and Rabbi Goldburg to study the matter.

The Chairman stated that nominations were in order for the offices of President, Vice-President and Secretary for the next fiscal year.

Mr. Dayton nominated Mr. Ray and Mrs. Clark for re-election as Present and Vice-President, respectively, and the Librarian for re-election as Secretary. The motion was seconded by Mr. Flinn, and, a vote being taken, Mr. Ray was declared elected President, Mrs. Clark, Vice-President, and Mr. Butler, Secretary, for the ensuing year.

There being no objections, the reading of the minutes of the meeting held on April 5, 1941, was dispensed with.

There being no further business, the meeting, on motion, adjourned.

J. Ohle Ray
Chairman

Charles E. Butler

REPORT OF THE KANAWHA COUNTY PUBLIC LIBRARY

FOR THE YEAR 1940-1941

It can be said that during the fiscal year 1940-1941 the Kanawha County Public Library has pursued in general the same objective which it has pursued in the past, namely, the provision of reading material to the citizens of the community. The provision of reading material will continue to be the Library's chief objective, it may be assumed, as long as it continues to exist, and our society continues in the same general patterns. But the phrase "the provision of reading material" must be explained and amplified. What kinds of reading material? and for whom, particularly? and to what extent? and for what purposes, what ends? These are only a few of the questions which come to mind. They are the questions which librarians themselves ask, as well as the citizen, the tay-payer, whether he be a library patron or not.

They are difficult questions to answer, unless one generalizes, particularly in times as trying as our own. For the historians tell us that the present is a stormy and troubled time; that we are in the midst of a great social revolution. This may be true. The same things, more or less, have been said of all times: they have been recorded in the very early writings which have survived and come down to our own day as well as on the air, over the radio. But the questions remain to be asked concerning our work today, and to be answered.

Victor Hugo somewhere defined a library as "an act of faith," and in a way it is probably the truest definition which can be given. It is something you believe in, for faith implies belief without proof; and though librarians are trying desperately to prove that libraries are important and essential, they have not yet succeeded. This lack of success in finding a proof is particularly unfortunate in an age of unbelief: men tend today to accept the importance only of what can be measured and demonstrated.

We must, of course, do more than quote Victor Hugo. We must attempt to answer the questions I have listed above, and many more. But logical answers, in turn, must derive from a statement of objectives. Certain objectives have been apparent in action during the Library's existence in Charleston, but no concrete statement of objectives has been formulated. I hope that the officers and staff of the Library

will be able to make some such formualtion in the near future since, according to the Librarian of Congress, "an effective program of acquisition....depends upon a definition of policy as to books to be purchased and a definition of policy requires a statement of ultimate objectives." [1]

The Provision of Reading Material

The provision of reading material differed slightly in emphasis during the past year. For one thing, the practice of limiting new fiction to a one-week circulation at a charge of five cents per book was discontinued, and all fiction is circulated free of charge. This change of policy had the effect of lifting restrictions on a collection of intense interest to many of our patrons, since a large percentage of them were not able to afford, or did not wish to pay, the small payment which had been required. Likewise, there has been a different emphasis on the quality of current material. There is no doubt that the novel is the chief form of literary expression of the day, and it follows naturally that at present novels are the most widely read of all forms of literature. "If the history of the later literature of America is so largely the history of its novelists and novels it is because everywhere and not least among us the novel has absorbed into itself the functions of the other and older kinds, and is to the majority of men drama and poetry, epic and treatise." [2] Librarians recognize this, but few of them have had the courage to draw the line at unimportant novels, novels which have not the slightest claim to literary or social significance. The President of the American Library Association, Mr. Ralph Munn, addressing the Cincinnati Conference of the A. L. A., stated: "The expansion of our lending collections to include books for purely entertainment reading came before the turn of the Century. Since then, our whole civilization has been profoundly influenced by the motion picture and the radio, yet librarians have largely ignored these influences, except as they have resented and tried to combat them as competitors for leisure-time activities. Why not be realistic and study the situation? We would find a continuous stream of movies which deal with love in its most romantic aspects, and social workers would testify that even the unemployed who are on relief rolls manage to attend them quite regularly. Does this have any bearing on the policy of spending tax money to lend

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[1] Annual report of the librarian of Congress for the fiscal year ended June 30, 1940. U.S. Government printing office, Washington, D.C.

[2] Lewisohn, Ludwig. The story of American literature. N.Y., The Modern Library, 1939. p.236.

light love stories, a policy which was adopted long before movies were developed? I believe it does. The dramatization of mystery and detective stories is a regular feature of the movies and radio, yet we continue to use our money and energy to circulate them."[3]

During the year we decreased sharply the purchase of cheap novels of the type Mr. Munn described, and a larger number of quality fiction titles was added. We did not discontinue entirely the addition of the lighter fiction, but the mystery stories which were added were the best produced during the year in this field, and were selected with care. There were complaints, of course, but these were not wholly justified: enough mysteries were added to satisfy all but those who do not wish to read any other kind of book. There can be no justification for expenditures of money and energy on the purely trivial. Effort was made to meet the demand for all books which captured the popular and literary fancy of the day by purchase of sufficient copies of titles most in demand. Time will inevitably dim some of the current lustre of How Green Was My Valley; For Whom the Bell Tolls; Out of the Night; Oliver Wiswell; New England: Indian Summer; and other titles which ranked high in popularity and in critical acclaim; but it may be said of them that they seem better in many ways than the most popular books of a decade ago, and they are, after all, the best of our own day.

Publishing has become a high pressure business, and literature is a commodity. Demand can be created, even when the particular product is unnecessary, or unimportant, or unworthy. All libraries have seen demand skillfully created and built up for titles which are essentially worthless and as yet they have been unable to combat this practice successfully. In the long run, of course, the public turns to other books, but in the meantime the library's shelves are crowded with the no longer used titles, and the author has retired with enough means for leisure in which to attempt to repeat. Should the library lead, or follow? Should we acquire and circulate to our users any and every manifestation of popular culture as it springs to life? Should we let the people make their own judgments, or should we assume that our own training and taste better fit us for that? Probably some compromise is necessary, but essentially the choice is this: either we are swayed and dictated to by popular demand or we undertake the role of honest teachers and offer to share our own taste with those who come to us for books and learning in all its forms.

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[3] Munn, Ralph. "Fact versus folklore." American Library Association Bulletin, June, 1940, p.383.

Reading material for whom?

And for whom do we provide reading material? At present it is not possible to give an exact concrete number. For all the residents of Kanawha County, yes, but in theory only, not in actuality. No public library has ever achieved the goal of having all the literate citizens of its community enrolled as borrowers. Even in the best libraries, those which stand in the foreground, the percentage of the whole population registered rarely [illegible] as high as 40%, and the national average is from 20% to 35%. Most libraries revise their files of borrowers every three years, but our file was last revised in 1930, when the first charging machine w was installed. Needless to say, it had become a misleading and inaccurate register of the library patrons. Much work has been done on it in the past fourteen months, and actual reregistration was begun last July. This entails the signing of a new registration form by the borrower, the replacement of the old library card for the new one, the withdrawal from the files of the old registration form, and the filing and recording of the new one. It is a slow process, superimposed as it is upon our regular routines, and some months will elapse before it has been completed. To date, however, 2152 borrowers have been re-registered. To this figure may be added 3,771 new borrowers registered during the year, making a total of 5,923 main library and bookmobile patrons of whom we have up-to-date, accurate records. There are many, or more, active borrowers who have not yet been re-registered: a complete report on the Library's book-borrowing public must wait.

However, an examination of the 4202 adult Main Library borrowers who have been classified since last July, reveals that 2398 are women, and 1804 are men. Approximately 85 different occupations are represented, including attorneys, carpenters, dentists, electricians, housewives, musicians, plumbers, secretaries, technicians, truck drivers, and writers. The majority of those classified are residents of the city, although the total includes some 783 residents of 51 other communities who regularly use the central library. Among the 4202 are 28 non-residents, from 17 communities outside the county. (The privileges of the Library are extended to non-residents, on payment of $1.00 per year. Borrowers from Ripley, Hurricane, Poca, Red House and other places are enrolled.)

30 transient visitors were issued cards. A deposit of $2.00 per book is required.

It is probable that the final figures will show much the same proportions, and counted or uncounted, the library's public, however it may vary in size, is inevitably a cross-section of American life. The housewife, the student, the tradesman, the clerk, the executive, the unemployed ---- our public is all of these. Because of local circumstances, the Library is used more heavily by college students than the average public library: the fact that Morris Harvey College occupies the same building, plus the fact that the college library itself has not yet been developed to a point where it can meet the needs of the student body, accounts for this. The students of the public schools in the vicinity are very properly among the heaviest of our users. Education, if it is to bear fruit, must be a continuing thing, and few who become acquainted with their local library during their formative years ever lose contact compeltely with libraries.

Residents of twenty-three communities in the county are served by the Bookmobile, which is on a weekly schedule. Bookmobile patrons are being re-registered as well as those of the main library. The Bookmobile stops vary from half an hour to an hour and a half, and are usually at some central point, such as the general store, the post office, or the high school. All county residents who can produce evidence of responsibility are eligible borrowers. Some juveniles are served, although local schools do not dismiss classes during the Bookmobile's stop.

A new Bookmobile was provided by the Board of Education for the Library this year. It was put into operation on January 23rd. Its main features are a greatly increased book capacity, with all interior shelving.

Garnet Branch, with quarters in Garnet High School, is maintained for the use of the colored residents of the city and county. New by-laws were enacted for the operation of Garnet in December, 1940, and a new Branch Library Board was appointed. No re-registration has been done since 1936, and present records indicate 4065 borrowers. It will be desirable to re-register the Garnet borrowers during the coming year, in order that all basic records may be uniform.

No record is kept of those who read in the building, choosing their own books from the shelves. The readers and the books are many, and judging from the material left on the tables it seems quite good. It is most often non-fiction of good quality.

And to what extent?

And to what extent then, is reading material provided for these borrowers? The toatl circulation for the period covered by this report, May 1, 1940, to April 30, 1941, was 160,921.

A small decrease of a little more than 4% is shown in the number of books lent for home use: the figures reveal that the total is 8357 less than for the year 1939-1940. Similar decreases for the year are noted by some other public libraries: Newark reports a drop of 6%, and the New York Public Library a smaller one. The reasons for such decreases are not definitely known, though certain influential factors, such as increased employment, and the resultant industrail activity, as brought about by national defense measures, may be mentioned; as well as the discontinuance of Crescent Center Branch, whose circulation was included in last year's figures. It is encouraging to note however, that the decrease, at the Main Library, Adult Department was in the use of fiction only: the number of volumes of non-fiction circulated increased by 3381. The total decrease in the Adult Department is 701. The Bookmobile is up 398.

Circulation: May 1, 1940, through April 30, 1941

Main Library: Adult Department				
Fiction	60,863		(64,945)	
Non-fiction	37,454		(34,073)	
Total		98,317		(99,018)
Main Library: Boys' and Girls' Dept.				
Fiction	13,055		(18,370)	
Non-fiction	8,746		(6,868)	
Total		21,801		(25,238)
Main Library: Total		120,118		(124,256)
Bookmobile				
Fiction	20,905		(20,455)	
Non-fiction	2,792		(2,844)	
Total		23,697		(23,299)
Garnet Branch				
Fiction	10,697		(11,661)	
Non-fiction	6,409		(6,649)	
Total		17,106		(18,310)
Grand Total: all Departments		160,921		(169,278)

(Figures in parentheses indicate totals for 1939-1940)

For additions to the Library's book and periodical collection there was expended the sum of $12,796.39. This included $2,444.81, provided by the Finance Committee, which was used for book purchases during the summer months. 6,328 volumes were added to the book collection at the Main Library, 4499 of them by purchase, and Garnet Branch reported 437 volumes added, making a total of 6,765 additions. 2,378 worn out volumes were withdrawn from the collection.

Noteworthy additions to the book collection during the year include:

Toynbee, A. J. A study of history, 3v.; America's Lost Plays, 11v.; Thwaites' The travels and explorations of the Jesuit missionaries in New France, 1610-1791, 73 v.; Thwaites' Early Western travels, 31 v.; The Oxford history of England; Liddell's Greek-English lexicon, 2v.; L. A. Weir's A manual of municipal and county parks; The Illustrated London News, 1843-1939; The Quarterly Review, 1809-1939; Cobbett's State trials, 1163-1820, 34v.; Chronicles and memorials of Great Britain and Ireland, 264v.; Publications of the Bibliographical Society, 36v.; Horace Walpole's correspondence, edited by W. S. Lewis, 8 v.; The Cambridge bibliography of English Literature, 4v..

For what purposes?

And for what purposes, what ends, is reading material provided? Public libraries, as we know them are one of the most characteristic institutions of western democracy. They began to develop in the United States and England about the same time, around the middle of the nineteenth century. They were the result of movements begun by social reformers, in each case --- men and women who wished to improve the conditions of the working classes. But the public library has abandoned its earliest objectives: it recognizes now that its ultimate work is to make free knowledge available to free men. The people of America have always believed most strongly in the virtues of universal education, and it is for this purpose that the written record of civilization is made available to them. The lights of history shine like beacons on the distant hills of time, and by their reflections we can read the present, and the past, a little more easily.

Equally as important as the circulation service, perhaps basically far more important in service to the public, are the reference facilities of the library, although no concrete evidence of this fact is available. Some libraries keep records of every question that is answered, but we have not. It is apparent, however, that the calls for assistance are increasing in scope and in number. It is natural that with the industrial expansion of the area our technical reference material, both bound and current periodicals and books, should be used more intensively, but an increase has been evident in all fields: finance, law, literature, history and art. The spread of the war has resulted in many serious requests for national histories, biographies, etc. The reference facilities of a library have been strikingly characterized as "a community intelligence service."

Exhibits

Eleven art exhibits were displayed during the year. Two were sponsored by Morris-Harvey College; four by the Allied Artists of West Virginia; and five by local camera clubs. Exhibits publicize the library; they attract new patrons; they stimulate the circulation of books. The library has a responsibility in any cultural community manifestation, since it is benefitted thereby.

Inter-library loans

86 books were borrowed from 10 libraries for persons engaged in serious research. We are indebted to these libraries, which allow their collections to be drawn upon by other libraries in the interests of scholarship.

Staff

Three members of the staff were engaged in professional study during the year. Miss Collins was enrolled in the Library School of George Peabody College for Teachers at Nashville during the first summer term, June 17-July 20, 1940; Miss Quarrier was on leave in attendance at the Library School of the College of William and Mary during the entire academic year 1940-1941; and the Librarian attended the Institute conducted by the Graduate Library School of the University of Chicago, July 29 - August 9. Mrs. Miner, Mr. Simmons, and the Librarian attended the annual conference of the American Library Association in Cincinnati, June 1-6, the latter as the representative of the W. Va. Library

Association, and Miss Ferguson, Mr. Simmons and the Librarian attended the annual meeting of the W. Va. Lib. Assn. in Huntington on November 8. Miss Ferguson joined the staff on September 9, and Miss Wilson on September 19, the latter for the period of Miss Quarrier's leave of absence. Mrs. Kekwick and Miss Kiser joined the staff on November 1. Ray Jones took the place of William Phillips in January, 1941, when Mr. Phillips was inducted into the Army.

Gifts

Limitations of space prevent the listing of all those who have contributed gifts in the form of books and periodicals during the year. Among those to whom the library is indebted are: Mr. Douglas McNeill; Mrs. C. W. Crislip; Mrs. W. L. Smith; Mr. Jack Maurice; Mrs. and Mr. Colin Clemets; Mrs. Harry Porter; The Brookgreen Gardens, Georgetown, South Carolina; The Carnegie Foundation for the Advancement of Teaching; Mr. Edward Tabler; Mr. Bayard Ennis; the Kanawha County Teachers Association; the Carbide and Carbon Chemicals Corporation; Mrs. Robert McCabe; The West Virginia Medical Association; and many others.

This brief statement has described some of the work done by the library during the year 1940-1941, the 31st year of its life. It would be incomplete without an expression of gratitude for the work and effort given by the Board of Directors, to whom the staff and the community owe so much.

Respectfully submitted,

Charles E. Butler

Librarian

Charles E. Butler

May 9, 1941

MINUTES OF A MEETING OF THE

BOARD OF DIRECTORS

OF

KANAWHA COUNTY PUBLIC LIBRARY

HELD ON

JULY 31, 1941

The regular monthly meeting of the Board of Directors was held on July 31, 1941, at 4 P. M. in the Board Room of the Library.

The following members were present:

Mr. Ray
Mrs. Rummel
Miss Taylor
Judge Ritz
Senator Robertson

Mr. Ray, the Chairman, presided.

The minutes of the Annual Meeting held on May 9, 1941, were read, approved and ordered filed.

The Chairman called for the Librarian's report. The Librarian read his reports covering the months of May, June and July, which reports were accepted and ordered filed, and the Librarian was directed to publish such parts as he might deem desirable.

The Librarian submitted the bills which had been approved by the Book Committee and the Finance Committee, (List of bills No. 54, and No. 55), and Miss Taylor moved that the bills be approved by the Library Board and transmitted to the Board of Education (List No. 55), and to the Finance Committee (List No. 54) for payment. The motion was seconded and carried.

The Librarian recommended that Miss Isobel Phelps Lynch and Miss Frances Alderson be appointed to the staff of the Kanawha County Public Library as Head of the Adult Department and Head of the Extension Department, respectively. Senator Robertson moved, Judge Ritz seconding, that Miss Lynch and Miss Alderson be appointed to the staff, the salary for Miss Lynch to be $1740 per annum, and for Miss Alderson, $1500 per annum. A vote being taken, the motion was duly adopted.

The Librarian stated that the Library was currently receiving some fifty gift periodicals, donated by individuals, firms, organizations and religious groups. After some discussion, Judge Ritz moved that the following resolution be adopted:

> RESOLVED, that in the matter of gift periodicals, it shall be the policy of the Library to accept all such material with the understanding that it shall be shelved and filed at the discretion of the Librarian, and may be disposed of as seems best from the Library's point of view.

The Librarian presented tentative plans for a series of free Sunday afternoon musical programs, to be presented at the Library during the autumn and winter. It was understood that the programs would be given at no cost to the Library. After some discussion, the Chairman appointed a committee composed of Mrs. Rummel and Miss Taylor, with the Librarian as Chairman to investigate the feasibility of the project and to present recommendations to the Board.

There being no further business, the meeting, on motion, adjourned.

John W. Bay
Chairman

Charles E. Bailey
Secretary

MINUTES OF A MEETING OF THE

BOARD OF DIRECTORS

OF

KANAWHA COUNTY PUBLIC LIBRARY

HELD ON

OCTOBER 3, 1941

The regular monthly meeting of the Board of Directors was held on October 3, 1941, at 4 P.M. in the Board Room of the Library.

The following members were present:

Mrs. Clark
Mrs. Rummel
Mr. Flinn
Senator Robertson
Mr. Dayton (For a portion of the meeting)

Mrs. Clark, the Vice-President, presided, in the absence of the President.

The minutes of the meeting held on July 31st, 1941, were read, approved and ordered filed.

The Chairman called for the Librarian's report. The Librarian read his report covering the months of August and September, which report was accepted and ordered filed, and the Librarian was directed to publish such parts as he might deem desirable.

Mr. Dayton presented a report as Chairman of the Committee (appointed at the meeting of May 9th, 1941) appointed to consider the question of library cooperation with a proposed WPA community service project in the South Charleston area. He stated that his investigations had revealed a great increase in the permanent

population of the area, and that he was prepared to recommend cooperation in the lending of books if a library station were to be established by the WPA. The Librarian reported that recent interviews with the state and local WPA library supervisors had disclosed the fact that WPA action on the project has been postponed, and Mr. Dayton moved the adoption of the following resolution:

> RESOLVED, that participation in the South Charleston WPA Library Service Project be left to the discretion of the Librarian, with the understanding that any such participation be undertaken without administrative cost to the Library.

The motion was seconded by Senator Robertson, and, a vote being taken, was declared adopted.

The Librarian submitted the bills which had been approved by the Book Committee and the Finance Committee, (List of Bills No. 56, and No. 57), and Senator Robertson moved that the bills be approved by the Library Board and transmitted to the Board of Education (List No. 56), and to the Finance Committee (List No.57) for payment. The motion was seconded and carried.

Mrs. Rummel presented a report of progress, without recommendations, of the committee appointed to consider the series of concerts on Sunday afternoons.

The revised budget for 1941-42, for Garnet Branch, as approved by the Branch Library Board, was submitted. After discussion, it was moved by Senator Robertson that the following resolution

be adopted:

RESOLVED, that the revised budget for 1941-42 for Garnet Branch, as approved by the Branch Library Board, be approved with the exception of the proposed salary increases of the Librarian and the Assistant Librarian, and that in each case only 50 per cent of the proposed increases be granted, the remaining 50 per cent to be transferred to the amount allotted for books.

The motion was seconded by Mr. Flinn, and, a vote being taken, was duly declared adopted.

A recommendation was presented from the Branch Library Board that Mrs. Willia Smith be reappointed as a member of the Branch Library Board for a term expiring June 30, 1947. It was unanimously voted to adopt the recommendation.

The Librarian recommended that Miss Leonore White and Miss Alma Baumeister be appointed to the staff of the Library, each at a salary of $1500.00 per annum. Mr. Flinn moved that the recommendation of the Librarian be accepted, and, a vote being taken, the motion was declared adopted.

The Librarian presented a request from a committee of the Charleston Coordinating Council of Youth Agencies that the Library join with the Council as a co-sponsor in the showing of a series of educational films, each film to be followed by a forum discussion. Co-sponsorship will involve no expense on the part of

the Library. Senator Robertson moved that the Library act as co-sponsor, the details to be worked out by the Librarian. The motion was seconded and adopted.

Senator Robertson, as Chairman of the Library Service Committee, presented the following resolution:

> RESOLVED, that the regular Bookmobile extension services of the Kanawha County Public Library shall be made available upon request, to such schools, and other agencies as may be adequately served without expansion of the present personnel of the Bookmobile.

The resolution was seconded by Mr. Flinn, and, a vote being taken, was duly declared adopted.

There being no further business, the meeting, on motion, adjourned.

Juliet S. Clark
Chairman

Charles E. Butler
Secretary

MINUTES OF A MEETING OF THE

BOARD OF DIRECTORS

OF

KANAWHA COUNTY PUBLIC LIBRARY

HELD ON

NOVEMBER 7, 1941

The regular monthly meeting of the Board of Directors was held on November 7, 1941, at 4 P.M. in the Board Room of the Library.

The following members were present:

Mrs. Clark
Miss Taylor
Judge Ritz
Senator Robertson
Rabbi Goldburg

Mrs. Clark, the Vice-President, presided, in the absence of the President.

The minutes of the meeting held on October 3, 1941, were read, approved and ordered filed.

The Chairman called for the Librarian's report. The Librarian read his report covering the month of October, which report was accepted and ordered filed, and the Librarian was directed to publish such parts as he might deem desirable.

The Librarian submitted the bills which has been approved by the Book Committee and the Finance Committee, (List of Bills No.58), and Judge Ritz moved that the bills be approved by the Library Board and transmitted to the Board of Education for payment. The motion

was seconded and carried.

There being no further business, the meeting, on motion, adjourned.

Frank S. Cook.
Chairman

Charles E. Butler
Secretary

MINUTES OF A MEETING OF THE

BOARD OF DIRECTORS

OF

KANAWHA COUNTY PUBLIC LIBRARY

HELD ON

DECEMBER 5, 1941

The regular monthly meeting of the Board of Directors was held on December 5, 1941, at 4 P.M. in the Board room of the Library.

The following members were present:

Mr. Ray
Miss Taylor
Senator Robertson
Mrs. Rummel
Mrs. Clark
Mr. Dayton

Mr. Ray, the Chairman, presided.

The minutes of the meeting held on November 7, 1941, were read, approved, and ordered filed.

The Chairman called for the Librarian's report. The Librarian read his report covering the month of November, which report was accepted and ordered filed, and the Librarian was directed to publish such parts as he might deem desirable.

The Librarian submitted the bills which had been approved by the Book Committee and the Finance Committee, (List of Bills No.59) and Senator Robertson moved that the bills be approved by the Library Board and transmitted to the Board of Education for payment. The motion was seconded and carried.

The Librarian read an announcement of a forthcoming National Defense Book Campaign to be sponsored by the American Library Association, the American Red Cross, and the United Service Organizations. Local libraries will serve as centers for the campaign which is for the purpose of providing books for Army camps, Naval bases, U.S.O. clubs, and other service centers. After some discussion, Mrs. Clark moved that the Kanawha County Public Library participate to the extent to which the Librarian believes feasible. The motion was seconded by Miss Taylor, and a vote being taken, was duly declared adopted.

The Librarian presented a request from a professor at Morris Harvey that a small collection of books be deposited for one month in the care of the professor for the use of a Morris Harvey extension class at Ripley. It was moved by Mrs. Rummel that the request be granted. Mr. Dayton seconded the motion and a vote being taken, it was duly declared adopted.

The Librarian reported that the service of the present janitor had become increasingly unsatisfactory during the past two weeks and that to all intents and purposes the Library has been without janitorial service for the past five days. Mr. Dayton moved that the Librarian be authorized to discharge William Foy, the present janitor, forthwith, and to employ a suitable successor. The motion was seconded by Mrs. Rummel, and a vote being taken, was duly declared adopted.

A memorandum dated November 25, 1941, addressed to the Library Board, by the Librarian, was read by the Librarian at the request of the Chairman.

At this point the Chairman requested the Librarian to withdraw from the meeting. After the Librarian's departure, the Chairman presented for consideration the following resolution:

> RESOLVED, that the position of Head of the Boys' and Girls' Department be declared vacant, and the resignation of the incumbent, Mrs. Susan P. Miner, be requested; and,
>
> BE IT FURTHER RESOLVED, that the Librarian be authorized to employ an assistant librarian for said Department possessing the qualifications adopted by the Library Board on April 25th, 1940.

A discussion ensued, and at the conclusion thereof, on motion duly made and seconded, the said resolution was adopted, the vote being 4 in favor of the motion and 2 against the motion.

There being no further business, the meeting, on motion, adjourned.

Chairman

Charles E. Butler
Secretary

MINUTES OF A MEETING OF THE

BOARD OF DIRECTORS

OF

KANAWHA COUNTY PUBLIC LIBRARY

HELD ON

FEBRUARY 6, 1942

The regular monthly meeting of the Board of Directors was held on February 6, 1942, at 4 P.M. in the Board room of the Library.

The following members were present:

Mrs. Rummel
Mrs. Clark
Rabbi Goldburg
Judge Ritz
Senator Robertson
Mr. Ray

Mr. Mathews was present for a brief time prior to the opening of the meeting, but was unable to remain.

Mr. Ray, the Chairman, presided.

The minutes of the meeting held on December 5, 1941, were read, approved, and ordered filed.

The Chairman called for the Librarian's report. The Librarian read his report covering the months of December and January, which report was accepted and ordered filed, and the Librarian was directed to publish such parts as he might deem desirable.

The Librarian submitted the bills which had been approved by the Book Committee and the Finance Committee, (List of Bills No.60) and Judge Ritz moved that the bills be approved by the Library Board

and transmitted to the Board of Education for payment. The motion was seconded and carried.

The Librarian presented an application for position as driver of the Bookmobile from Fred E. Herz of Charleston. After some discussion, Judge Ritz moved that the Librarian be authorized to employ Mr. Herz with the understanding that the appointment is tentative and dependent upon satisfactory performance. The motion was seconded by Rabbi Goldburg, and, a vote being take, was duly declared adopted.

There being no further business, the meeting, on motion, adjourned.

John Ray
Chairman

Charles E. Butler
Secretary

MINUTES OF A MEETING OF THE

BOARD OF DIRECTORS

OF

KANAWHA COUNTY PUBLIC LIBRARY

HELD ON

MARCH 7, 1942

The regular monthly meeting of the Board of Directors was held on March 7, 1942, at 4 P.M. in the Board room of the Library.

The following members were present:

Mrs. Clark
Miss Taylor
Judge Ritz
Mr. Ray

Mr. Mathews was present for a brief time prior to the opening of the meeting, but was unable to remain.

Mr. Ray, the Chairman, presided.

The minutes of the meeting held on February 6, 1942, were read, approved, and ordered filed.

The Chairman called for the Librarian's report. The Librarian read his report covering the month of February, which report was accepted and ordered filed, and the Librarian was directed to publish such parts as he might deem desirable.

The Librarian submitted the bills which had been approved by the Book Committee and the Finance Committee, (List of Bills No. 31) and Judge Ritz moved that the bills be approved by the Library Board

and transmitted to the Board of Education for payment. The motion was seconded and carried.

The Librarian presented for consideration the matter of the length of vacations for members of the staff, and submitted statistics on vacation periods compiled by the American Library Association. After some discussion, Judge Ritz moved the adoption of the following resolution:

> RESOLVED, that the basic yearly vacation with pay for members of the library staff be two weeks, and that the Librarian be authorized to grant longer periods with pay, at his discretion, when such periods shall be for the purpose of attendance at an accredited library school.

The motion was seconded and carried.

The Librarian presented an application from Miss Miriam Bass for the position of Head of the Boys' and Girls' Department. There was some discussion, and the Librarian explained that Miss Bass received her library training at The Pratt Institute of Library Science, Brooklyn, and has worked as Assistant Children's Librarian and Circulation Department assistant at the Public Library in Greenwich, Connecticut. She is to complete work on her A.B. degree in June, 1942. Judge Ritz moved, Mrs. Clark seconding, that the Librarian be authorized to employ Miss Bass as Head of the Boys' and Girls' Department, to begin on June 15, 1942, if on further investigation he considered her suitable. The motion was carried.

There being no further business, the meeting, on motion, adjourned.

Chairman

Charles E. Butler
Secretary

MINUTES OF A MEETING OF THE

BOARD OF DIRECTORS

OF

KANAWHA COUNTY PUBLIC LIBRARY

HELD ON

APRIL 3, 1942

The regular monthly meeting of the Board of Directors was held on April 3, 1942, at 4 P.M. in the Board room of the Library.

The following members were present:

Mr. Ray
Miss Taylor
Mrs. Rummel
Rabbi Goldburg

Mr. Ray, the Chairman, presided.

The minutes of the meeting held on March 7, 1942, were read, approved, and ordered filed.

The Chairman called for the Librarian's report. The Librarian read his report covering the month of March, which report was accepted and ordered filed, and the Librarian was directed to publish such parts as he might deem desirable.

The Librarian submitted the bills which had been approved by the Book Committee and the Finance Committee, (List of Bills No.62) and Rabbi Goldburg moved that the bills be approved by the Library Board and transmitted to the Board of Education for payment. The motion was seconded and carried.

The Librarian reported that as far as he knew, no list of holidays as observed by the Library was available. There was some discussion of the general holidays already observed by the Library, by the County schools, and of the State legal holidays as provided in the West Virginia Code, and Rabbi Goldburg moved the adoption of the following resolution:

RESOLVED, that the Library shall be closed in observance of the following legal holidays as provided by the West Virginia Code:

New Year's day	(January 1)
Lincoln's birthday	(February 12)
Washington's birthday	(February 22)
Memorial day	(May 30)
West Virginia day	(June 20)
Independence day	(July 4)
Labor day	(1st Monday in Sept.)
Columbus day	(October 12)
Armistice day	(November 11)
Christmas day	(December 25)

and"...all days that may be appointed or recommended by the governor of this State or the president of the United States, as days of Thanksgiving or for general cessation of business, and when it shall be lawful to observe the succeeding Monday as such holiday."

The motion was seconded and carried.

There being no further business, the meeting, on motion, adjourned.

Chairman

Charles E. Butler
Secretary

MINUTES OF A MEETING OF THE

BOARD OF DIRECTORS

OF

KANAWHA COUNTY PUBLIC LIBRARY

HELD ON

MAY 8, 1942

The annual meeting of the Board of Directors was held on May 8, 1942, at 4 P.M. in the Board Room of the Library.

The following members were present:

Mr. Ray
Mrs. Rummel
Miss Taylor
Judge Ritz
Mr. Dayton
Mr. Flinn

Mr. Ray, the Chairman, presided.

Minutes of the meeting held on April 3rd were read. Judge Ritz moved, Mr. Dayton, seconding, that the motion regarding the holidays to be observed by the Library to be re-considered. A vote being taken, the motion was duly declared adopted.

Mr. Flinn moved the adoption of the following resolution:

RESOLVED, That the Library shall be closed in observance of the following holidays:
New Year's Day
Memorial Day
Independence Day
Labor Day
Thanksgiving Day
Christmas Day

Mr. Dayton seconded the motion, and, a vote being taken, it was duly declared adopted.

The Librarian submitted the bills which had been approved by by the Book Committee and the Finance Committee, (List of Bills No.63) and Judge Ritz moved that the bills be approved by the Library Board and transferred to the Board of Education for payment. The motion was seconded and carried.

The Chairman of the Budget Committee, Mrs. Rummel, presented the proposed budget for the fiscal year 1942-42 as adopted by the Budget Committee at a meeting held on April 28, 1942. (Exhibit A). Judge Ritz moved the adoption of the following resolution:

> RESOLVED, That the budget for the Library for the fiscal year 1942-43, as recommended by the Budget Committee, be approved; and that said budget be transmitted to the Board of Education with the request that the Board of Education approve the salary increases if such increases are in line with the general aalary policies of the Board.

The motion was seconded by Mr. Dayton, and, a vote being taken, was duly declared adopted.

The Librarian presented the proposed budget for the fiscal year 1942-43 for Garnet Branch, as adopted by the Branch Library Board at its meeting on April 1, 1942. (Exhibit B).

Mr. Dayton moved that the said budget be approved and transmitted to the Board of Education. The motion was seconded and carried.

The Chairman called for the Annual Report of the Librarian, and the Librarian presented the Report for the period May 1, 1941, to April 30, 1942, and read excerpts from it. It was moved that the

Annual Report be accepted and filed as a part of the Minutes of the Annual Meeting and a copy thereof be transmitted to the Board of Education, and to each member of the Board individually, and to each member of the Library Board, and that the Librarian submit such portions thereof, as he deems advisable, to the newspapers for publication. The motion was seconded and carried.

The Chairman stated that nominations were in order for the offices of President, Vice President, and Secretary for the next fiscal year. Mr. Dayton moved that the Secretary be instructed to cast a unanimous ballot for re-election of the present officers. The motion was seconded and carried, and Mr. Ray was declared elected President, Mrs. Clark, Vice President, and Mr. Butler, Secretary, for the ensuing year.

Mr. Dayton moved the adoption of the following resolution:

> RESOLVED, That Mr. Butler be retained as Head Librarian on leave without salary in the event that he is enrolled in military service.

The motion was seconded by Judge Ritz, and, a vote being taken, was duly declared adopted.

There being no further business, the meeting, on motion adjourned.

J. Fred Ray
Chairman

Charles E. Butler
Secretary

KANAWHA COUNTY PUBLIC LIBRARY

Proposed Budget

1942 - 43

Salaries	$ 25,648.00	
Books and supplies	15,800.00	
Printing	200.00	
Alterations and redecorating:		
Boys' & Girls' Dept.	500.00	
Utilities		
Telephone	200.00	
Gas	900.00	
Electricity	3,000.00	
Water	350.00	
Miscellaneous		
Insurance	750.00	
Miscellaneous	500.00	
Building Maintenance		
Boiler - automatic controls	175.00	
" - packing pump	20.00	
Electrical repairs	25.00	
Plumbing "	100.00	
General "	100.00	
Garnet Branch	6,500.00	
TOTAL		$ 54,768.00

GARNET BRANCH LIBRARY

Proposed Budget

1942 - 43

I. Books	$ 1800.00	
Periodical subscriptions	200.00	
Newspaper subscriptions	35.00	
Periodical binding	200.00	
Book binding	200.00	
Total for books,periodicals, etc.		$ 2435.00
II. Building expense		
Wages-janitor	225.00	
Heat,light,water - estimated	50.00	
Cleaning supplies, etc. estimated	25.00	
Repairs, new equipment	200.00	
Telephone	81.00	
Total building expense		581.00
III. Administration		
Petty cash fund	25.00	
Office supplies	175.00	
Publicity	100.00	
Total administration expense		300.00

IV. Salaries		
Librarian	1500.00	
Assistant Librarian	1200.00	
Substitute Librarian	300.00	
Page Boy	60.00	
Total for salaries		3060.00
V. Contingent fund		24.00
TOTAL PROPOSED BUDGET	$6400.00	

Budget Committee:

C.A. Jackson, M.D., Chairman

M.M. Jefferson

C.W. Boyd

The Kanawha County Public Library

Annual Report

1941-1942

Charleston, West Virginia

The Kanawha County Public Library is a
outgrowth of the community library servic
which was begun in Charleston in 1909. It i
maintained by the Board of Education o
Kanawha County as an integral part of th
educational facilities of the county, and i
supported by taxes levied for educational pur
poses. It is governed by a Board of Director
appointed by the Board of Education. Like al
public libraries, it is a living and concret
embodiment of the belief of the founders o
the American Commonwealth that no strong
hold is so strong as a nation of enlightene
free men.

KANAWHA COUNTY BOARD OF EDUCATION

R. A. Robertson, *President*

H. T. Crawford
T. J. Grizzell
H. L. Snyder, Jr.
N. N. Snyder

KANAWHA COUNTY PUBLIC LIBRARY

BOARD OF DIRECTORS

John V. Ray, *President*
Mrs. W. E. Clark, *Vice President*

W. E. Connell, Sr.
Arthur S. Dayton
C. C. Dickinson, Sr.
Virgil L. Flinn
Rabbi A. L. Goldburg
W. B. Mathews
Judge H. A. Ritz
S. H. Robertson
Mrs. H. D. Rummel
Miss Sue Staunton
Miss Anna Taylor

LIBRARY STAFF

Charles E. Butler, *Librarian, and Secretary of the Board*

Miss Isobel P. Lynch, *Head, Adult Department*

Miss Frances Alderson, *Head, Extension Department*

Miss Elizabeth Quarrier, *Head, Preparations Department*

Miss Alma Baumeister
Miss Adelaide Collins
Miss Letitia Ferguson
Miss Gertrude Kennedy
Miss Virginia Kiser
Mr. Robert F. Simmons
Mrs. E. von Schlechtendal
Miss E. Leonore White

Mr. Fred Herz, *Bookmobile*
Mr. Ralph Harmon, *Page*
Mr. R. R. Hoblitzell, *Custodian*
Mrs. Emma Hamler, *Garnet Branch*
Mrs. Laverta Spurlock, *Garnet Branch*

Report of the Kanawha County Public Library

1941-1942

"A fine culture on a certain energy leve can be created without much use of writte records; but even our machines really run o 'book learning' and the extended technica knowledge and exact logical processes whic cannot be maintained except with books . . Books are not a luxury to Americans; the are and always were a prime necessity o life."*

The foregoing words might well be taken a a text by any librarian in presenting a repor of work in progress, because the idea of th necessity of books and the necessity of th availability of the written record lies behin most of our work. Even war does not chang this idea: on the contrary, it strengthens an illuminates it. For essentially the function o libraries is that of freedom, of spanning tim and distance. The great burden of war ma alter some aspects of our position—indeed, n institution can hope to emerge, or even t carry on, unaltered—but the basic conception under which we proceed as librarians will re main the same. Though in the war emergenc new conditions and unusual demands chal lenge us to be flexible and resourceful in pro viding services that are different and outsid of our regular program, but none the less im portant, we need not forget that the backlo

*Isabel M. Paterson, in the New York Herald Tribune *Books*, January 4, 1942.

of our work is the stock of creative, imaginative and inspirational books of the world, which we hold as custodians for the community. It is these books which the people will want and will need more than ever, to help carry them through the difficult days ahead. President Roosevelt in a message to the American Library Association in June, 1941, said: "Libraries are directly and immediately involved in the conflict which divides our world, and for two reasons: first, because they are essential to the functioning of a democratic society; second, because the contemporary conflict touches the integrity of scholarship, the freedom of the mind, and even the survival of culture, and libraries are the great tools of scholarship, the great repositories of culture, and the great symbols of the freedom of the mind."

And in its own way, every library, large or small, is a component of this philosophy: all its activities go to make up the picture as a whole. The following brief descriptions of the activities of the Kanawha County Public Library during the past twelve months are presented in an attempt to illustrate our own point of view.

During the period covered by this report—May 1, 1941 through April 30, 1942—the Kanawha County Public Library issued 168,049 books for home use through its three agencies: the Main Library, the Bookmobile, and Garnet Branch. It made available the current and back issues of 197 magazines and newspapers;

it added to the book collection, by gift and purchase, 5,502 volumes; its Reference Division answered 1,541 requests for specific information or data (since August 1, 1941, when a system of records was begun); approximately 35 story hours were conducted for children; 4,672 new patrons were enrolled and 1,934 borrowers were re-registered.

Adult Department

At the beginning of the fiscal year, May 1, 1941, through April 30, 1942, which is the period covered by this report of the activities of the Kanawha County Public Library, the Library was strengthened by the addition of four new members to the staff, all of them graduates of accredited library schools and three of them with professional experience in other library systems. Since the effectiveness of a library's service is determined in large measure by the quality of its staff, I believe that the Kanawha County Public Library has thereby, during the past year, made itself increasingly more effective in the community. The four new members are: Miss Isobel Lynch, Head of the Adult Department; Miss Frances Alderson, Head of the County Extension Department; Miss E. Leonore White in charge of the Readers' Bureau; and Miss Alma Baumeister, Assistant, Adult Department.

During 1941, all aspects of our services to adults were combined in the Adult Department, under the direction of Miss Lynch. This

has resulted in a more satisfactory coordination of the reference and book lending activities of the Library as a whole.

Beginning with the first of July, the Adult Department undertook a thorough study of all procedures and routines involved in daily work. It would be pointless to list all these, since they cover all aspects of our work, ranging from the registration of new patrons to the discarding of worn-out books. This involved discussion and study of all existing practices, consideration of practices followed by other libraries, and a final decision on the most desirable practices for our own institution. In many cases changes were made—for instance, fines for overdue books were reduced from three cents a day for each book to two cents—but as a rule the study involved the drawing up of policies where no definite policy existed.

All this was somewhat tiresome, and, as far as some few patrons were concerned, a little disturbing, but it was necessary. Its excellent results are already apparent: a saving of time, responsibilities clearly assigned and understood, the smooth performance of technical duties which, if not done with precision and regularity, would leave us buried in a tangle of inefficiency. A Staff Manual, embodying all procedures and policies, is being mimeographed for distribution to the staff, every member of which will be familiar with all routines.

In addition to the Staff Manual, which

comes to some ninety pages, including sample
of all printed and mimeographed forms, a
inventory of the book stock was undertaken
The last inventory was finished in 1936, bu
details brought out in the present inventory
tend to cast some doubt on the exactness o
the figures which were reported. It will b
some time before a complete report can b
made on the present collection, but excep
for some minor checking, the fiction coun
has been completed. The fiction collectio
numbers 9,711 volumes, in comparison wit
the 5,706 volumes in the collection in 1936
The count of circulating non-fiction and th
reference books will be finished probabl
during the summer.

Reference Division—The chief activities o
the Reference Division, in addition to th
preparation of routines and procedures fo
the Staff Manual, have been as follows: th
answering of 1,541 requests for specific in
formation or data, following the drawing u
of a form for the recording of questions; weed
ing the book collection; re-locating the collec
tion and checking it against a basic list o
reference books; compiling a complete an
up-to-date record of the periodical holdings
re-organization of the picture collection; an
beginning a collection of pamphlet and othe
ephemeral material.

It is obvious that additional space will b
needed for the collection before long. Tw
sections of shelves outside the Referenc
Room, at the end of the fiction section, hav

been utilized for shelving reference books which have been removed from the general collection because of age, value, physical condition, or unsuitability, and there is very little room in the Library quarters of the building for additional necessary expansion.

Circulation Division—Since the greater part of the procedures which have been drawn up concern circulation activities, this Division has been active in preparing material for the Staff Manual. It has also been chiefly concerned with re-registration and the weeding of the file of borrowers, and in devising a plan by which all registration records—Bookmobile, Adult, and Boys' and Girls' Department—will be included in one union file. A new registration card was drawn up and put into use, which provides the Library not only with the names and addresses of borrowers, but also with additional information on occupations, reading interests, age groups, etc.

Numerous book lists and displays have been prepared by the Readers' Bureau. The Bureau also prepared the printed leaflet *Your Public Library,* which is distributed to all new registrants and new residents of the city.

Extension Department

The scope of the Library's services to that part of the Kanawha County outside Charleston has been broadened considerably during the year. A two-week schedule for the Book-

mobile, our library on wheels of 3,000 volumes, was put into operation in January, and as a result, thirty-four communities are served in comparison with the twenty-two formerly reached. The two-week round trip averages approximately 400 miles, making the monthly mileage travelled by the Bookmobile approximately 800 miles.

Borrowers from a bookmobile are generally grouped in one of three classes: school children, housewives, and the unemployed. Employed persons are excluded from extensive use of a bookmobile by the very fact that they are employed, for the hours of the Bookmobile are approximately those of the average worker in an office, store, or industrial plant. Attracting these three groups of possible patrons to the Bookmobile is somewhat difficult in a widely populated rural area. In communities where the houses are strung along the road for two or three miles it is impossible to find a central point within easy reach of the whole population.

By extending its services this year, and by the adoption of a two-week schedule, the Bookmobile attracted 1,269 new borrowers, and its circulation shows an increase of 17,472 over last year.

Mr. J. Willard Wren, Bookmobile driver and assistant since 1934, resigned on November 1st, and Mr. Fred Herz was appointed to the position.

Boys' and Girls' Department

In addition to regular activities, Story Hours were conducted each Saturday morning from September through January. Whether because of insufficient publicity, or because of an unsuitable hour and time, or the downtown location of the Library, the attendance was too small to justify the time and effort involved under existing conditions, and Story Hours were discontinued after January. It is planned to resume them in the fall.

Changes in procedures were also made in this Department. A new borrower's card was drawn up and put into use, and re-registration of present borrowers was begun. The new procedures were planned to eliminate unnecessary clerical details in issuing and receiving books.

For new juvenile books there was expended the sum of $1,543.20.

Preparations Department

The Preparations Division reports 3,141 volumes catalogued and classified and placed on the Adult shelves. During the year considerable re-classification of books already in the collection was done in connection with the inventory, which revealed the need for a closer classification. The Division is making more extensive use of printed cards, such as those available from the Library of Congress and the H. W. Wilson Company.

Books

The Library's book collection has been strengthened considerably during the year, not only by the addition of new volumes, but by the beginning of systematic study of the book stock as a whole. Keeping the collection in good condition means not only the addition of new books; it means the repairing and rebinding of older books, the discarding of material which may or may not have served a useful purpose, but which is worn out and dated, the re-classification of some titles, or perhaps changing some books from the Reference Division to the Circulation Division. All these things have been done to part of the collection.

New Books—5,502 volumes were added to the collection by purchase and gift, at a cost of $11,157.20. Among the noteworthy titles there should be mentioned: Rogers' *Carl Milles;* Kuno's *Japanese Expansion on the Asiatic Continent;* Cox's *A Reference Guide to the Literature of Travel*; four volumes of *The Writings of George Washington,* published for the Washington Bicentennial Commission; Marvin Schudder's *Manual of Extinct and Obsolete Companies; Calendar of State Papers, Colonial Series . . . Preserved in the Public Record Office* (this important run of the celebrated British Record Office Series of Colonial Documents covers the Empire possessions in America and the West Indies, 1574 through 1708, and 1712 through 1718); Rostovtzeff's *Social and Economic History of the Hellenistic World;* Morison's *Ad-*

miral of the Ocean Sea; Fleming's *Documentary History of Reconstruction; Naval Ordnance,* published by The United States Naval Institute; and the complete Sabin's *Dictionary of Books Relating to America.* With our reprint of the *"1804 Catalogue,"* and our Evans' *American Bibliography,* Roorbach's *Bibliotheca Americana,* and *The American Catalogue of Books, 1876-1910,* all acquired during the past year, the Library can be said to have the most outstanding collection of American bibliography in the State.

Periodicals—For current periodicals and newspapers, there was expended the sum of $905.85. The Library subscribes to 151 magazines and 9 newspapers, and receives as gifts 35 magazine and 2 newspaper subscriptions. In some cases, the expenditure included back issues of periodicals in which our holdings were incomplete.

Withdrawals—Books wear out in various ways: from continual circulation, from careless handling, or because they are poorly made; they wear out because their message wears out, or because their contents are corrected or refuted or revised by newer books. Checking the collection to see that too high a percentage of the book stock does not fall into these categories is time-consuming and arduous, but fairly good progress has been made. This year, 2,643 volumes were withdrawn, and, after careful study, were discarded. Some of them were sent to small mountain communities where they could be

used for a little while longer; some to social settlements where any kind of book, apparently, is welcome; the bulk were disposed of to charitable institutions in the county, such as the Union Mission and the Salvation Army, or as waste paper.

$1,562.81 was expended for binding 836 periodicals and books in need of repair.

Borrowers

Re-registration of all patrons in the Adult Department, which was begun in July of 1940, has continued, and during this fiscal year, 1,934 were assigned new card numbers after filling out the new registration form. The Boys' and Girls' Department, as well as Garnet Branch and the Bookmobile, began re-registration later this year, and a total of 2,541 previous patrons have been re-registered. Since this routine of bringing our records up-to-date commenced, 5,923 borrowers have been re-registered; and this year 4,672 cards have been issued to new borrowers. This is the largest number of new borrowers to apply for library service in one year. Added to the 3,771 new borrowers enrolled during the previous year, making a total of 8,443, this would indicate that the Library has been successful in reaching the people of the community. Our inability to add new books in a corresponding ratio accounts in part for the fact that the rise in circulation has not been comparable in degree.

Reading

As noted elsewhere in this report, a total of

168,049 volumes were issues for home reading. This is a gain over last year of 7,128 volumes, a raise of slightly more than 4 percent. Increases are noted in the circulation of books to children, and to borrowers of the Bookmobile; the Adult Department and Garnet Branch had decreases. The number of books issued to adults decreased slightly more than 8%, somewhat in line with what is apparently a national trend. The decrease is largely the result of changes in employment conditions and of other factors not easily recognized or measured. Many young men, formerly active readers, are now in the armed forces; civilian defense activities, outside of working hours, take up much time and energy.

The reading of fiction and general cultural works declined; the demand for material on the war increased. The most striking demand was for technical material for the use of those engaged in war industries. It is apparent that the Library's influence could be broadened to a great extent if we were able to meet fully this demand, but to meet it fully would require an increased book fund, specialized staff, and facilities more easily available to defense workers.

Exhibits

Exhibits of various nature were shown by the Library during the year. The series arranged in cooperation with the Allied Artists of West Virginia was continued; it included small oils by Charleston painters; general

works of the Allied Artists; water colors of Mrs. Telle Q. Smith; a state-wide sculpture exhibit; and others. The British Fifty Best Books of the Year, sponsored by the American Institute of Graphic Arts, were on view from February 9th through the 21st; and two other national exhibits, sponsored by the American Federation of Arts, Original Water Colors by Western and Mid-western Artists, and Prints by Eighty Contemporaries, were shown during the spring.

Beginning in February, the Library arranged to feature a monthly series of exhibits prepared by the Publications and Exhibits Section of the United States Information service. Thus far the series, which feature offiicial U. S. war information, has included *Training and Production Activities, Know Your Government,* and *Eat the Right Food.* Government pamphlets, lists, and other publications are made available. These war information exhibits will continue indefinitely.

Exhibits of library material, with appropriate posters and reading lists, were displayed at various spots in the Library on a planned schedule. Annotated lists were compiled in connection with each of the lectures on the Open Forum Series, and for the various educational films shown by the Coordinating Council of Youth Agencies with the co-sponsorship of the Library.

Garnet Branch

Garnet Branch, with quarters in Garnet High School, is maintained for the use of the

Negro residents of the city and county. It is managed, under the supervision of the Board of Directors of Kanawha County Public Library, by a Branch Library Board of six members and has a full-time staff of two.

During 1941-42 Garnet Branch was completely painted, and some new furniture and equipment were purchased. An Open House was held during the week of November 24-29.

Circulation figures for this Branch are included in the general circulation report.

The Branch Librarian reported the addition of 370 volumes by purchase and gift during the year.

Victory Book Campaign

The Victory Book Campaign, sponsored by the Red Cross, the USO, and the American Library Association for the collection of gifts of books for the armed forces of the United States, absorbed a good share of the time and attention of various members of the staff from January into April. The Librarian was appointed State Director as well as Director for Kanawha County, and while we were given splendid assistance and cooperation by many tireless individuals and groups, the responsibility for organization and supervision devolved upon the Library. Kanawha County led all the counties in the state with gifts numbering over 12,000 volumes.

State Teachers' Retirement System

During the year the staff applied for membership in the newly-instituted State

Teachers' Retirement System. Our applications were approved by the Board of the System, which provides pensions for those who have attained the age of sixty years or who have had thirty-five years of total service.

Gifts

Limitations of space prevent the listing of all those who have contributed gifts in the form of books and periodicals during the year. Among those to whom the Library is indebted are: Carbide and Carbon Chemicals Corporation; the Columbia Carbon Company; the Carnegie Corporation; The Kanawha County Historical Society; Dr. Ralph V. Merry; Mr. E. C. Tabler; the West Virginia Historical Records Survey; Mrs. R. Fletcher Irwin; Miss Katie Belle Abney; Mrs. Waller C. Hardy; Mrs. Robert Warner; Mr. Ernst Habicht; and many others. Mrs. O. P. Fitzgerald presented a terra cotta figure, "Memories," by Miss Catherine Albright, whose father was architect of the Library. To these, and to all those who were in any way benefactors, the Library is deeply grateful.

This report has attempted to touch briefly the positive side of the Library's year. Much that may be of some interest has been omitted—in a profession which calls for a great amount of exact detailed work side by side with a wide and general perception of the interests of the community at large it is not always easy to select—but what is outlined here indicates some progress toward our goal;

a complete and productive library service to all members of the community.

To the support and guidance of the Directors, the Library and its public are deeply indebted.

Respectfully submitted,

CHARLES E. BUTLER
Librarian

May 8, 1942

CIRCULATION—MAY, 1941—APRIL, 1942

MAIN LIBRARY			
Adult Dept.			
Non-fiction	35,814		
Fiction	51,454		
		Total 87,268	
Boys' and Girls' Dept.			
Non-fiction	11,963		
Fiction	11,632		
		Total 23,595	
			Total 110,863
BOOKMOBILE			
Adult Dept.			
Non-fiction	3,044		
Fiction	17,723		
		Total 20,767	
Boys' and Girls'			
Non-fiction	3,266		
Fiction	11,767		
		Total 15,033	
Teacher Circulation	5,369		
		Total 41,169	
GARNET BRANCH			
Adult Dept.			
Non-fiction	4,635		
Fiction	6,750		
		Total 11,385	
Boys' and Girls'			
Non-fiction	2,869		
Fiction	1,763		
		Total 4,632	
			Total 16,017
TOTALS			
All Depts.			
Non-fiction	61,595		
Fiction	101,089		
Bookmobile Teacher Circulation	5,369		
Grand Total			168,049

Registration

Adult	New Bor.	2572	Re-reg.	1934
Bookmobile	New Bor.	1269	Re-reg.	113
Garnet Br.	New Bor.	184	Re-reg.	95
B. & G.	New Bor.	647	Re-reg.	399
		4672		2541

MATHEWS PTG. & LITHO. CO., CHARLESTON, W. VA.

MINUTES OF A MEETING OF THE

BOARD OF DIRECTORS

OF

KANAWHA COUNTY PUBLIC LIBRARY

HELD ON

JULY 17, 1942

The regular monthly meeting of the Board of Directors was held on July 17, 1942, at 4 P.M. in the Board room of the Library.

The following members were present:

Mr. Ray
Mrs. Rummel
Judge Ritz
Senator Robertson

Mr. Ray, the Chairman presided.

The minutes of the Annual meeting held on May 8, 1942 were read, approved, and ordered filed.

The Chairman called for the Librarian's report. The Librarian read his reports covering the months of May and June, which reports were accepted and ordered filed, and the Librarian was directed to publish such parts as he might deem desirable.

The Librarian submitted the bills which had been approved by the Book Committee and the Finance Committee, (List of Bills No.64) and Judge Ritz moved that the bills be approved by the Library Board and transmitted to the Finance Committee for payment. The motion was seconded and carried.

An application from Miss Alice W. White for appointment as acting librarian of the Library, in the event that Mr. Butler should be enrolled in the armed forces, was presented. The Chairman stated that he had discussed with the Librarian some months ago the supervision of the Library in such an event, and had been advised that the Librarian considered Miss Lynch, the present head of the Adult Department, as the most suitable person to take charge during his absence. A discussion of the question ensued and in the course thereof Judge Ritz moved the adoption of the following resolution:

> RESOLVED, That the President of the Library Board be directed to make such investigations and such arrangements as he considers satisfactory for the management of the Library during Mr. Butler's absence.

The motion was seconded by Senator Robertson, and, a vote being taken, was duly declared adopted.

The Chairman stated that in June the debt owing on the Library building to the State of West Virginia, in the amount of $47,000, had been paid in full by the Kanawha County Board of Education.

There being no further business, the meeting, on motion, adjourned.

John W. Ray
Chairman

Charles E. Butler
Secretary

MINUTES OF A MEETING OF THE

BOARD OF DIRECTORS

OF

KANAWHA COUNTY PUBLIC LIBRARY

HELD ON

SEPTEMBER 11, 1942

In the absence of the President and the Vice-President, the meeting was called to order by Judge Ritz. A quorum was not present, and, on motion, the meeting was adjourned until September 16, 1942 at 3:45 P.M.

Chairman

Secretary

MINUTES OF AN ADJOURNED MEETING

OF THE BOARD OF DIRECTORS

OF

KANAWHA COUNTY PUBLIC LIBRARY

HELD ON

SEPTEMBER 16, 1942

An adjourned meeting of the Board of Directors was held on September 16, 1942, at 3:45 P.M. in the Board Room of the Library.

The following members were present:

Mr. Ray
Mr. Dayton
Judge Ritz
Rabbi Goldburg

Mr. Ray, the Chairman, presided.

The minutes of the meetings held on September 11, 1942 and July 17, 1942 were read, approved, and ordered filed.

The Acting Librarian submitted the bills which had been approved by the Book Committee and the Finance Committee, (List of Bills No. 65 and 66), and Judge Ritz moved, Rabbi Goldburg seconded, that the bills be approved by the Library Board and transmitted to the Finance Committee (list No.65) and to the Board of Education (list No. 66) for payment. The motion was carried.

The Chairman presented the proposed budget for the fiscal year 1942-43, as revised by the Budget Committee, and Mr. Dayton moved the adoption of the following resolution:

RESOLVED, That the Budget for the fiscal year 1942-43, as recommended by the Budget Committee, be approved and be transmitted to the Board of Education.

The motion was seconded by Judge Ritz, and a vote being taken, was unanimously adopted.

The Chairman reported that the Librarian, Mr. Charles E. Butler, is now serving in the armed forces of the United States, and that pursuant to the resolution adopted on July 17, 1942, the Chairman had carefully considered the management of the Library during Mr. Butler's absence, and had come to the conclusion that Miss Lynch should be appointed Acting Librarian and Acting Secretary of the Board of Directors. The question was discussed and Judge Ritz moved the adoption of the following resolution:

RESOLVED, That Miss Isobel Lynch be appointed Acting Librarian and Acting Secretary of the Board of Directors to serve during the absence of Mr. Butler, until the Board of Directors should otherwise order.

The motion was seconded by Mr. Dayton, and a vote being taken, was unanimously adopted.

On motion duly made and seconded the following resolution was adopted:

RESOLVED, That Miss Sheila Filler be employed as Clerical Assistant in the Boys' and Girls' Department, at a salary of $70.00 per month, until otherwise ordered by the Board.

The Chairman stated to the meeting that Miss Letitia Ferguson has resigned effective September 26, 1942, and that the vacancy should be filled; and that a competent cataloger should be employed, there being a vacancy on the Staff during the absence of Mr. Butler. Rabbi Goldburg moved that the following resolution be adopted:

> RESOLVED, That the Acting Librarian, with the approval of the President of the Board of Directors, be authorized to employ an assistant librarian to fill the vacancy caused by the resignation of Miss Ferguson; and
>
> RESOLVED FURTHER, That the Acting Librarian, with the approval of the President of the Board of Directors, be authorized to employ an assistant librarian with training and experience in cataloging; and
>
> RESOLVED FURTHER, That the persons so employed possess the qualifications adopted by the Library Board on ~~July~~ April 25, 1940.

The motion was seconded by Mr. Dayton, and a vote being taken, was unanimously adopted.

On motion duly made and seconded, the following resolution was adopted:

> RESOLVED, That Mrs. Rummel, Judge Ritz and Senator Robertson be appointed as members of the Board of Directors of Kanawha County Public Library, each for a six-year term expiring June 30, 1948.

On motion duly made and seconded, the following resolution was adopted:

RESOLVED, That the Finance Committee be authorized to extend the lease between the Library and Morris Harvey College for one year under the same terms and conditions as now exist.

There being no further business, the meeting, on motion, adjourned.

Chairman

Isabel Phelps Lynch
Acting Secretary

KANAWHA COUNTY PUBLIC LIBRARY

Proposed Budget

1942-1943

Salaries	$ 25,238.00
Books and supplies	13,800.00
Printing	162.00
Alterations and redecorating: Boys' and Girls' Department	500.00
Utilities	4, 450.00
Miscellaneous:	
Insurance	750.00
Miscellaneous	500.00
Building maintenance	420.00
Garnet Branch	5,250.00
TOTAL	$51,070.00

GARNET BRANCH LIBRARY

Proposed Budget

1942 - 1943

Salaries	$ 3,224.00	
Books, etc.	1,700.50	
Publicity	25.00	
Utilities	131.00	
Supplies and Building Maintenance	170.00	
TOTAL		$5,250.50

MINUTES OF A MEETING OF THE

BOARD OF DIRECTORS

OF

KANAWHA COUNTY PUBLIC LIBRARY

HELD ON

NOVEMBER 10, 1942

The regular monthly meeting of the Board of Directors was held on November 10, 1942 at 4 P.M. in the Board room of the Library.

The following members were present:

Mr. Ray
Mrs. Rummel
Miss Taylor
Rabbi Goldburg
Senator Robertson
Mr. Flinn
Judge Ritz

Mr. Ray, the Chairman, presided.

The minutes of the meeting held on September 16th were read, approved, and ordered filed.

The Chairman called for the Acting Librarian's report. The Acting Librarian read her reports covering the months of August, September and October, which reports were accepted and ordered filed, and the Acting Librarian was directed to publish such parts as she might deem desirable.

The Acting Librarian submitted the bills which had been approved by the Book Committee and the Finance Committee (List of Bills No.67) and Senator Robertson moved that the bills be approved

by the Library Board and transmitted to the Board of Education for payment. The motion was seconded and carried.

The Chairman presented recommendations covering the personnel and their salaries of the Kanawha County Public Library. The Chairman stated that the position of an additional page provided for in the 1942-43 budget had been filled; that an assistant had been found for the position made vacant by Miss Ferguson's resignation; and that, to take care of vacancies on the staff, temporary clerical workers had been employed until such time as professional librarians can be employed. A discussion of the question ensued and in the course thereof Judge Ritz moved the adoption of the following resolution:

RESOLVED, That the personnel and monthly salary schedule of the Kanawha County Public Library be arranged as follows:

Acting Librarian	Lynch	$ 210.00	
Head: Adult Department	White	165.00	
Reference Librarian	von Schelch-tendal	125.00	
Head: Catalog Dept.	Quarrier	125.00	
Head: Boys' and Girls' Department	Bass	127.50	
Head: Bookmobile-Extension	Alderson	129.16	(1550 yrly.)
Assistants:	Kennedy	120.00	
	Baumeister	127.50	
	Collins	125.00	
	Boyd	127.50	
	Herz	125.00	
	Simmons	125.00	
	Filler	70.00	
	Kiser	95.00	
Pages	Blair	25.00	
	Staats	25.00	
Janitor	Hoblitzell	125.00	
Trash Hauler	Coleman	4.00	
Temporary clerical workers	Reese	85.00	(October, '42 only)
	Riddle	85.00	

and that these arrangements be transmitted to the Board of Education for approval; and

RESOLVED FURTHER, That Mrs. Ruth Reese be employed as temporary clerical worker for the months of November and December at a salary of $85.00 per month to be paid by the Finance Committee, for work in the Catalog Department.

The motion was seconded by Mrs. Rummel, and a vote being taken, was unanimously adopted.

The Chairman presented the Acting Librarian's proposal for the equipment and redecoration of the north-west corner room of the main floor of the Library as a "browsing room" with funds to be drawn from the Finance Committee. The question was discussed and Judge Ritz moved the adoption of the following resolution:

RESOLVED, That the Acting Librarian be authorized to draw upon the funds from the Finance Committee, not in excess of $460.00, for the purpose of equipping and redecorating the north-west corner room of the Main Library.

The motion was seconded by Senator Robertson, and a vote being taken, was unanimously adopted.

The Chairman stated that after November 10, 1942 all blackout and air raid tests would be surprise tests. A discussion of the Library's policy for participation in such tests followed, and the Acting Librarian was instructed to prepare the basement hall for use as an air raid shelter.

There being no further business, the meeting, on motion, adjourned.

Chairman

Acting Secretary

MINUTES OF A MEETING OF THE

BOARD OF DIRECTORS

OF

KANAWHA COUNTY PUBLIC LIBRARY

HELD ON

DECEMBER 4, 1942

The regular monthly meeting of the Board of Directors was held on December 4, 1942 at 4 P.M. in the Board room of the Library.

The following members were present:

Mr. Ray
Mrs. Rummel
Mr. Flinn
Judge Ritz

Mr. Ray, the Chairman, presided.

The minutes of the meeting held on November 10th were read, approved, and ordered filed.

The Chairman called for the Acting Librarian's report. The Acting Librarian read her report covering the month of November, which report was accepted and ordered filed, and the Acting Librarian was directed to publish such parts as she might deem desirable.

The Acting Librarian submitted bills which had been approved by the Book Committee and the Finance Committee (List of Bills No.68) and Judge Ritz moved that the bills be approved by the Library Board and transmitted to the Board of Education for payment. The motion was seconded by Mr. Flinn and carried.

The Chairman stated that due to war time conditions it was proving difficult to locate for employment library assistants with the minimum qualifications required by the Board. He stated further that a library assistant in the Enoch Pratt Free Library of Baltimore who had a college degree, an Enoch Pratt Free Library Training Course Certificate, and two years experience, had been recommended. The advisability of employing a professional assistant with the aforementioned qualifications was fully discussed. Judge Ritz moved the following resolution:

> RESOLVED, That the Acting Librarian be authorized to employ as library assistant Miss Helen Bartlett whose library training does not meet the requirements adopted by the Library Board on April 5, 1940; and
>
> RESOLVED FURTHER, That since the candidate does not have the full professional training required, the appointment shall not be made permanent until the minimum qualifications have been met.

The motion was seconded by Mrs. Rummel, and, a vote being taken, was unanimously adopted.

The Chairman announced that one staff member has been sworn into the WAVES, but had not given official notice since the date of leaving was not known. The Chairman asked for the opinion of the Board members in regard to a policy of granting leaves of absence to staff members who join the womens auxiliary forces. It was decided that no definite policy would be adopted by the Board and request for leaves of absence will be granted after consideration of individual cases.

The Chairman presented to the Board a check for $9,000 which he had received as the first settlement of the William A. Bradford Estate. Judge Ritz moved the adoption of the following resolution:

> The Library Board acknowledges, with pleasure and gratification, the receipt of $9,000 from the estate of the late William A. Bradford, Jr. This acquisition to the funds available for the Library is the result of a settlement under the will of the said William A. Bradford, Jr. Mr. Bradford was a native and resident of Kanawha County, West Virginia, but for many years was actively engaged in various large and extensive business affairs. At the time he made his will in 1900, he was a very wealthy man, and provided in the will for the establishment in Charleston of a public library. His estate at that time was ample for this purpose, as well as to carry out all of the other provisions of his will. Before his death, however, his assets very substantially shrunk in value, so that the provisions of his will could not be fully carried out. As a result thereof, all of the interested parties, together with the representative of the Kanawha County Public Library, entered into an agreement which they thought would have the effect of dividing what was

left of the estate in about the same proportions that the will would have divided it had it been of the magnitude that it was at the time the will was made.

Under this Agreement the Kanawha County Public Library was to receive one-fifth of the proceeds of the estate for the purpose of establishing a memorial library fund in memory of the said William A. Bradford, Jr., it being the understanding that the said funds should be expended in so far as possible, but not to exclude other books, in the purchase and acquisition of all worthy books written by native born West Virginians and residents of West Virginia, and books pertaining to and exemplifying the chara-ter and industry of West Virginia.

In each of the books purchased from this fund there will be inserted a plate exhibiting the coat of arms of the said William A. Bradford, Jr., and appropriately inscribed in his honor.

RESOLVED, that the Board accepts the said trust so created, and agrees to use the said funds strictly in accordance with the terms thereof; and

RESOLVED FURTHER, that the people of Kanawha County are deeply indebted to the said William A. Bradford, Jr. for this substantial provision made in their behalf, by

which this Board will be enable d to acquire those books and treatises of historical and economic interest which exemplify the character and habits of the people of West Virginia; and

RESOLVED FURTHER, that it is the hope of the Board that other patriotic citizens of Kanawha County may be encouraged to exemplify the action of Mr. Bradford, to the end that further provision may be made to put the citizens of Kanawha County in possession of the facts as to the history and character and enterprise of the citizens of the State we all love so well.

A vote being taken, the resolution was unanimously adopted.

Judge Ritz was asked to suggest suitable West Virginia titles to be purchased from the Bradford Memorial Library Fund.

There being no further business, the meeting, on motion, was adjourned.

Chairman

Isabel P. Lynch
Acting Secretary

MINUTES OF A MEETING OF THE

BOARD OF DIRECTORS

OF

KANAWHA COUNTY PUBLIC LIBRARY

HELD ON

JANUARY 8, 1943

The regular monthly meeting of the Board of Directors was held on January 8, 1943 at 4 P.M. in the Board room of the Library.

The following members were present:

Mr. Ray
Rabbi Goldburg
Mrs. Rummel
Mrs. Clark
Miss Taylor
Senator Robertson
Mr. Flinn
Judge Ritz
Mr. Dickinson

Mr. Ray, the Chairman, presided.

The minutes of the meeting held on December 4 th were read, approved, and ordered filed.

The Chairman called for the Acting Librarians report. The Acting Librarian read her report covering the month of December. A discussion followed and the work of the Head of the Boys' and Girls' Department was commended. The report was accepted and ordered filed, and the Acting Librarian was directed to publish such parts as she might deem desirable.

The Acting Librarian submitted bills which had been approved by the Book Committee and the Finance Committee (list of Bills No. 69), and Judge Ritz moved that the bills be approved by the Library Board and transmitted to the Board of Education for payment.

The motion was seconded by Rabbi Goldburg and carried.

The Chairman asked i f there were any reports on the compilation of a list of books to be purchased from the Bradford Memorial Fund. Judge Ritz reported that he would compile a list from which the Acting Librarian could check off those already in the Library.

The Chairman said that there had been some difficulty in getting approved bills paid. Mr. Flinn reported that the Board of Education at a recent meeting had made arrangements to have all bills paid within thirty days.

The Chairman read the resignation of Miss Virginia Kiser, secretary to the Acting Librarian. Senator Robertson moved the following resolution:

> RESOLVED, That the Board accepts Miss Kiser's resignation and hereby expresses its appreciation of her services.

The motion was seconded by Rabbi Goldburg, and, a vote being taken, was unanimously adopted.

The Chairman presented the request of Miss Alderson, Head of the Extension Department, for a leave of absence for the time that she will be serving in the [illegible].

The question was discussed, and Mr. Flinn moved the following resolution:

RESOLVED, That the Board acknowledges the value of Miss Alderson's efficient work in the Kanawha County Public Library, and

RESOLVED FURTHER, That Miss Alderson, upon conclusion of her service in the WAVES, be reemployed in the library should there be a vacancy on the staff at that time, and

RESOLVED FURTHER, That the Board will make every reasonable effort to have a position available.

The motion was seconded by Rabbi Goldburg, and a vote being taken, was unanimously adopted.

The Acting Librarian presented the application of Miss Annis L. Fredrickson for the position as Head of the Catalog Department. A discussion of the applicants' qualifications followed, in the course of which Judge Ritz moved the following resolution:

RESOLVED, That Miss Annis L. Fredrickson be employed as Head of the Catalog Department, at a salary of $1740 per annum, until otherwise ordered by the Board.

The motion was seconded by Mrs. Clark, and, a vote being taken, was carried unanimously.

The Acting Librarian presented the application of Mrs. Lillian B. Wolfe, for the position of secretary to fill the vacancy caused by Miss Kiser's resignation.

Mrs. Rummel moved the following resolution:

RESOLVED, That Mrs. Lillian B. Wolfe be employed as secretary, at a salary of $95.00 per month to fill the vacancy caused by the resignation of Miss Kiser.

Mr. Dickinson seconded the motion, and, a vote being taken, it was duly adopted.

The Acting Librarian reported that, due to being unable to fill vacancies on the staff as soon as they occured, the sum of $161.00 in the salary budget had not been spent. This amount would provide part-time clerical assistance for four months.

Judge Ritz moved the following resolution:

> RESOLVED, That the Acting Librarian, with the approval of the Rresident of the Board of Directors, be authorized to employ a part-time clerical assistant at a salary of $40 per month, until otherwise ordered by the Board.

There being no further business, the meeting, on motion was adjourned.

Chairman

Acting Secretary

MINUTES OF A MEETING OF THE

BOARD OF DIRECTORS

OF

KANAWHA COUNTY PUBLIC LIBRARY

HELD ON

FEBRUARY 5, 1943

The regular monthly meeting of the Board of Directors was held on February 5, 1943 at 4 P. M. in the Board room of the Library.

The follwing members were present:

Mr. Ray
Mrs. Rummel
Mrs. Clark
Mr. Flinn
Judge Ritz

Mrs. Clark presided.

The minutes of the meeting held on January 8th were read, approved, and ordered filed.

The Chairman called for the Acting Librarian's report. The Acting Librarian read her report covering the month of January. The report was accepted and ordered filed, and the Acting Librarian was directed to publish such parts as she might deem desirable.

The Acting Librarian submitted bills which had been approved by the Book Committee and the Finance Committee (list of bills No. 70) and Mr. Flinn moved that the bills

be approved by the Library Board and transmitted to the Board of Education for payment.

The motion was seconded by Judge Ritz and carried.

The Chairman presented the application of Miss Madge Nance for the position made vacant by Miss Boyd's resignation of January 30, 1943. Mrs Rummel moved the following resolution:

> RESOLVED, That Miss Madge Carroll Nance be employed as Assistant in the Adult Department at a salary of $1530 per annum to fill the vacancy caused by the resignation of Miss Boyd.

The motion was seconded by Mr. Flinn, and, a vote being taken, was unanimously adopted.

The Chairman announced that Miss Alderson, Head of the Extension Department, had been ordered to report for duty in the WAVES February, 13th. and that a qualified librarian had not yet been found to take the position thus made vacant. The advisability of continuing the employment of a temporary clerical assistant, while vacancies exist on the staff was discussed. Mr. Flinn moved the following resolution:

> RESOLVED, That Miss Mary K. Riddle's employment as a temporary clerical worker be continued until professional assistants are found for the vacancies that now exist on the staff.

The motion was seconded by Judge Ritz and, a vote being taken was unanimously adopted.

The Acting Librarian reported that Mr. Bluebaugh, Superintendent of Maintenance for the Kanawha County Board of Education would ask the Board of Education to provide for the painting of the Bookmobile. Whenever the bookmobile is painted library service to the County will necessarily be suspended.

It was the opinion of the Board that since the Library is short-staffed temporarily, the painting of the Bookmobile would be advisable at this time.

There being no further business, the meeting, on motion was adjourned.

John W. Ray
Chairman

Isabel Lynch
Acting Secretary

MINUTES OF A MEETING OF THE

BOARD OF DIRECTORS

OF

KANAWHA COUNTY PUBLIC LIBRARY

HELD ON

MARCH 5, 1943

The regular monthly meeting of the Board of Directors was held on March 5, 1943 at 4 P.M. in the Board room of the Library.

The following members were present:

Mrs. Rummel
Mrs. Clark
Judge Ritz
Mr. Ray

Mr. Ray, the Chairman presided.

The minutes of the meeting held on February 5th were read, approved, and ordered filed.

The Chairman called for the Acting Librarian's report. The Acting Librarian read her report covering the month of February. The report was accepted and ordered filed, and the Acting Librarian was directed to publish such parts as she might deem disirable.

The Acting Librarian submitted bills which had been approved by the Book Committee and the Finance Committee (list of bills No. 71) and Judge Ritz moved, Mrs. Clark seconding, that the bills be approved and transmitted to the Board of Education for payment.

A vote being taken, the motion was carried.

The Chairman presented the application of Miss Lucille Moore for the position of Head of the Extension Department, the position being made vacant by the resignation of Miss Frances Alderson. Judge Ritz moved the following resolution:

> RESOLVED, That Miss Lucille Moore be employed as Head of the Extension Department at a salary of $1550 per annum to fill the vacancy caused by the resignation of Miss Alderson.

The motion was seconded by Mrs. Clark, and, a vote being taken was unanimoulsy adopted.

There being no further business, the meeting, on motion was adjourned.

Chairman

Acting Secretary

MINUTES OF A MEETING OF THE

BOARD OF DIRECTORS

OF

KANAWHA COUNTY PUBLIC LIBRARY

HELD ON

APRIL 2, 1943

The regular monthly meeting of the Board of Directors was held on April 2, 1943 at 4 P.M. in the Board room of the Library.

The following members were present:

Mrs. Rummel
Mrs. Clark
Mr. Dickinson
Judge Ritz
Mr. Ray

Mr. Ray, the Chairman, presided.

The minutes of the meeting held on March 5th were read, approved, and ordered filed.

The Chairman called for the Acting Librarian's report. The Acting Librarian read her report covering the month of March. The report was accepted and ordered filed, and the Acting Librarian was directed to publish such parts as she might deem desirable.

The Acting Librarian submitted bills which had been approved by the Book Committee and the Finance Committee (list of bills No. 72) and Judge Ritz moved, Mrs. Clark seconding, that the bills be approved and transmitted to the Board of Education for payment.

A vote being taken the motion was carried.

The Chairman stated that the insurance for the Library had not been reviewed for a number of years. He said that the $40,000.00 insurance carried on the contents of the Library building probably represented only 50% of actual value. A discussion of the question followed in which the advantages of coinsurance were considered. The Chairman appointed Judge Ritz and Mr. Dickinson as a special committee to make recommendations in regard to the insurance for the next Board meeting.

The Chairman reported that $189.00 remained unexpended in the salary budger for the current year. And that the amount could be used advantageously in the employment of clerical help.

Mrs. Clark moved the following resolution:

RESOLVED, That the Acting Librarian be authorized to employ a clerical assistant at a salary of $63 per month.

The moition was seconded by Mrs. Rummel, and, a vote being taken was unanimously adopted.

There being no further business, the meeting, on motion was adjourned.

Chairman

Acting Secretary

MINUTES OF A MEETING OF THE

BOARD OF DIRECTORS

OF

KANAWHA COUNTY PUBLIC LIBRARY

HELD ON

MAY 7, 1943

The annual meeting of the Board of Directors was held on May 7, 1943 at 4:00 P.M. in the Board Room of the Library.

The following members were present:

Mrs. Clark
Mrs. Taylor
Mr. Connell
Mr. Robertson
Mrs. Rummel
Mr. Flinn
Mr. Dickinson
Mr. Ray

Mr. Ray, the Chairman, presided.

Minutes of the meeting held on April 2nd were read and approved.

The Acting Librarian submitted the bills which had been approved by the Book Committee and the Finance Committee, (List of Bills No. 73) and Mr. Flinn moved that the bills be approved by the Library Board and transmitted to the Board of Education for payment. The motion was seconded and carried.

Mr. Dickinson reported that, due to Judge Ritz's illness, there was no report from the Special Committee on Library Insurance.

The Chairman of the Budget Committee, Mrs. Rummel, presented the proposed budget for the Main Library for the fiscal year 1943-44 as approved by the Budget Committee at a meeting held May 3, 1943. Mr. Robertson moved the adoption of the following resolution:

> RESOLVED, That the budget of the Library for the fiscal year 1943-44, as recommended by the Budget Committee, be approved; and that said Budget be transmitted to the Board of Education with the request that the Board of Education approve the increases if such increases are in line with the general policies of the Board.

The motion was seconded by Mr. Connell, and, a vote being taken, was duly declared adopted.

The Acting Librarian presented the proposed budget for the fiscal year 1943-44 for Garnet Branch, as adopted by the Branch Library Board at its meeting on April 27, 1943.

Mr. Flinn moved that the said budget be approved as submitted and transmitted to the Board of Education. The motion was seconded and carried.

The Chairman called for the Annual report of the Acting Librarian, and the Acting Librarian presented the Report for the period of May 1, 1942 to April 30, 1943, and read excerpts from it. It was moved that the Annual Report be accepted and filed as a part of the Minutes of the Annual Meeting a copy thereof be transmitted to the Board of Education and to each member of the Board individually, and to each member of the Library Board, and that the Acting Librarian sumbit such portions thereof, as she deems

advisable, to the newspapers for publication. The motion was seconded and carried.

The Chairman read the resignation of Miss Miriam Bass, Head of the Boys' and Girls' Department. Mr. Flinn moved, Mr. Dickinson seconding, that the resignation be accepted with regret.

The Acting Librarian submitted the records and papers of six applicants for the position of Head of the Boys' and Girls' Department. Pursuant to a motion duly made, seconded and adopted the Chairman appointed a Special Committee consisting of Mrs. Clark, Mr. Dickinson and Mr. Flinn who were by said motion authorized to give the applicants further study and consideration and to select one for appointment.

The Chairman reported that one full time and one part-time clerical were resigning from the staff because they were leaving Charleston.

Mrs. Clark moved the following resolution:

RESOLVED, That the Acting Librarian be authorized to replace the 1½ clericals now employed at a combined salary of no more than $105 per month.

The motion was seconded by Miss Taylor, and a vote being taken, was carried.

The Chairman stated that Mr. C. K. Payne had offered to give to the Library his collection of World War (1915-18) posters. Mr. Robertson moved the following resolution:

WHEREAS, Mr. C. K. Payne of Charleston has offered to give to the Kanawha County Public Library his collection of war posters dating from the first world war;

NOW, THEREFORE, BE IT RESOLVED:

That Mr. Payne's offer be accepted with gratification by the Board of Directors; and,

RESOLVED FURTHER, That a copy of this resolution be sent to Mr. Payne.

The motion was senconded by Mr. Flinn, and a vote being taken, was unanimously adopted.

The Chairman stated that nominations were in order for the offices of President, Vice President, and Secretary for the next fiscal year. An election was held in accordance with the by-laws and Mr. Ray was elected President, Mrs. Clark, Vice President, and Miss Lynch, Acting Secretary, for the ensuing year.

On motion duly made and seconded the following resolution was adopted:

RESOLVED, THAT Mr. Connell, Sr., Miss Staunton and Rabbi Goldburg be appointed as members of the Board of Directors of the Kanawha County Public Library, each for a six year term expiring June 30, 1949.

There being no further business, the meeting, on motion was adjourned.

J. Phil Ray
Chairman

Isobel Phelps Lynch
Acting Secretary

KANAWHA COUNTY PUBLIC LIBRARY

Proposed Budget

1943-1944

Salaries	$ 29,538.00	
Books and Supplies	16,000.00	
Printing	280.00	
Utilities		
Telephone	150.00	
Gas	800.00	
Electricity	2,500.00	
Water	325.00	
Miscellaneous		
Redecorating	500.00	
Miscellaneous	500.00	
Insurance	650.00	
Building Maintenance	1,000.00	
Garnet Branch	6,707.75	
TOTAL		$ 58,950.75

GARNET BRANCH LIBRARY

Proposed Budget

1943-44

1. Books	$ 1500.00	
Newspaper subscriptions periodical subscriptions	200.75	
Periodical binding	200.00	
Book binding	300.00	
Total for books, periodicals, etc.		$ 2200.75
II. Building expense		
Wages-janitor	216.00	
Heat, light, water - estimated	50.00	
Supplies Repairs New equipment	200.00	
Total building expense		466.00
III. Administration		
Office supplies	100.00	
Telephone	81.00	
Petty cash	35.00	
Publicity	25.00	
Total administration expense		241.00

IV. Salaries		
Librarian	1620.00	
Assistant Librarian	1320.00	
Substitute Librarian	500.00	
Messenger	60.00	
Total for salaries		3500.00
V. Contingent fund		300.00
TOTAL PROPOSED BUDGET	$6707.75	

The Kanawha County Public Library

Annual Report

1942-1943

Charleston, West Virginia

Kanawha County Board of Education

R. A. Robertson, President

H. T. Crawford
T. J. Grizzell
N. N. Snyder
H. R. Klostermeyer

Kanawha County Public Library Board of Directors

John V. Ray, President
Mrs. W. E. Clark, Vice President

W. E. Connell, Sr.
Arthur S. Dayton
C. C. Dickinson, Sr.
Virgil L. Flinn
Rabbi A. L. Goldburg
W. B. Mathews
Judge H. A. Ritz
S. H. Robertson
Mrs. H. D. Rummel
Miss Sue Staunton
Miss Anna Taylor

Library Staff

Charles E. Butler, Librarian and Secretary of the Board
(On leave of absence in the U. S. Army)
Isobel Phelps Lynch, Acting Librarian and Acting Secretary

Miss E. Leonore White, Head of the Adult Department
Miss Annis L. Fredrickson, Head of the Preparations Department
Miss Lucille Moore, Head of the Extension Department
Miss Miriam E. Bass, Head of the Boys' and Girls' Department

Adult Department

Mrs. E. von Schlechtendal
Miss Alma Baumeister
Miss Madge Nance
Miss Gertrude Kennedy
Mr. Robert F. Simmons
Miss Betty Jo Staats

Boys' and Girls' Dept.

Miss Sheila Filler

Preparations Department

Miss Elizabeth Quarrier
Miss Adelaide Collins
Mrs. Kenneth Baker

Extension Department

Mr. Fred Herz, Driver

Garnet Branch

Mrs. Emma Hamler, Librarian
Mrs. Laverta Spurlock

Mrs. Lillian Wolfe, Secretary
John Blair, Page
Mr. R. R. Hoblitzell, Custodian

Report of the Kanawha County Public Library 1942-1943

"Librarians occupy a position in American life which enables them to see to it that the people of this country have the facts before them.

"Teachers and writers can and do perform useful service on this front but neither writers nor teachers have at their disposition in their professional work the facilities which the librarian employs. The librarian has around him, or should have, the books in which the facts are presented ... the books in which the problems are posed, the considerations are reviewed, and the facts made evident. Librarians in their professional duty are continually concerned with the problem of directing their readers to the materials which their readers require. In the present war as never before this duty of librarians assumes a first and pressing importance and librarians in consequence carry a responsibility such as they have never carried in our history."[1]

The work of the Kanawha County Public Library in the fiscal year 1942-1943 can be measured and demonstrated in terms of the function suggested by Mr. Davis in the foregoing quotation. How nearly the Library fulfills its role of educator can be quantitatively shown in statistics of borrowers registered, books purchased and reference questions asked. Qualitative measurement of library service in Kanawha County is difficult to present. A librarian can make certain claims as to the kind of library service available. The proof of the claim is not in charts and figures but in the hard-to-measure factos of personnel and satisfied library users. The other function of librarianship, selection and preservation of printed matter, is more easily demonstrated in the concrete terms such as numbers of books acquired, and condition of library equipment.

The Library as Custodian

Building and Equipment

The Kanawha County Public Library continues to function in a forty-three year old building that was originally built as an annex to the State Capitol. The specialized work of library service has been adapted to the circumstances of a non-library building with the minimum loss of efficiency. While it has not been possible to arrange books and equipment to the best advantage of both librarian and reader, every effort has been made to overcome necessary disadvantages.

[1] "A message to American Librarians", by Elmer Davis
American Library Association Bulletin v.36, p.583; Oct. 1, 1942

In the summer of 1942 the Boys' and Girls' Department on the second floor was completely redecorated. Paint and cretonne curtains offset the disadvantage of climbing two flights of stairs to reach the Boys' and Girls' Department. Alterations to the service desk which cut down height and economized on space resulted in equipment less austere and more adapted to work with children.

In the fall of 1942 the northwest corner room of the main floor was redecorated and equipped to be used as a Browsing Room. The new books and comfortable chairs in this room emphasize the Library's invitation to reading.

Of less general interest, but of importance to the operation of the Library, were the repairs made on the furnace. Automatic controls, safety equipment and new burners installed in the past year will assure the Library of efficient heating for some years to come.

The first inventory or property record of the Library's contents, exclusive of books and paintings, was made in April 1943. The record is necessary not only for insurance purposes, but also as a guide to equipment requirements in the future. It was found, for example, that the Library has available now 15,500 feet of shelving, or space for a maximum of 93,000 books. With records such as these it will be possible to forsee the necessity for expansion and to plan accurately.

Books

In January 1943 after a year and a half of checking, searching for missing books, and correcting errors in records, the inventory of books in the Adult Department was completed. Fiction and non-fiction, reference and circulating books totaled 35,191. An estimated 10,000 books are in the Boys' and Girls' Department. The total of approximately 45,191 is not adequate for the population of approximately 210,000 the Library has undertaken to serve.

Encouragement, however, is found in the fact that the Library continues to increase its book collection from year to year. In 1942-1943, 3,799 books were acquired for the Adult Department at a cost of $9,101.73. In the period between January, when the books were counted, and May 1943, 1431 volumes were transferred from the Adult Collection to the Young Adult Collection. The net gain in Adult books February through April, 1943, was 1,019 books, making a total of 36,210 books in the collection as of April 30, 1943. Tables showing the distribution of books among classes are given at the end of this report.

About 1400 books for the Boys' and Girls' Department were purchased at a cost of $1,858.34 in the fiscal year 1942-1943. Pending an inventory of the juvenile book stock, which is scheduled to be inititated in the next year, no detailed report of juvenile books can be given.

4,695 worn out and obsolete books were withdrawn from both the adult and juvenile book collections,

Purchase of books carefully selected from lists of current publications and bibliographies of older books accounts for the bulk of the Library's acquisition of reading material. The importance of gifts to the Library is not to be overlooked. Out-of-print books, titles of local interest, standard works, have been given to the Kanawha County Public Library in the past year. Among the numerous donators to whom the Library is indebted for additions to its collection are: Dr. Roy Bird Cook, Mrs. W. R. Estill, Carbide and Carbon Chemicals Corporation, Mr. Andrew A. Payne Mr. Richard Inglis, Mr. Anthony Foy, Mr. Lee Garrett, Mr. E. A. Munyan, Mr. Elton S. Brown, the American Petroleum Institute, and many others.

In December 1942 the sum of $9,000.00 representing the first settlement of the William A. Bradford Estate was presented to the Kanawha County Public Library in accordance with the provisions made in the will of the late William A. Bradford, Jr. A memorial library fund has been established from which books of local historical interest will be purchased in memory of William A. Bradford, Jr.

Material other than Books

The scope of library service cannot be limited to the resources found within the covers of what are commonly defined as books. Magazines, pamphlets, pictures, and government documents are important as sources of fact and information. In 1942-1943 141 magazines and 10 newspapers were subscribed to at a cost of $948.08. In the past year the Kanawha County Public Library has bound 1,681 volumes at a cost of $1,669.37. Many of these volumes were magazines which were bound to continue runs of periodicals previously bound and to "fill in" gaps that occurred years ago. In a little over a year the Library has built up a collection of approximately 2,000 pamphlets. Pamphlets acquired at little or no cost, contain a wealth of information in condensed form that does not appear elsewhere in print. Pictures are most frequently used by teachers in class room work, but their reference value is not overlooked by the staff of the Kanawha County Public Library. The picture collection contains over 1,500 mounted pictures on a variety of subjects. The need to have government publications available has been emphasized in the past year. Citizens in a world at war need to know about victory gardening, cooking substitutes, map making, navigation, etc....and all this information can be supplied in the publications of government agencies.

Since there is no art gallery in Charleston, the Kanawha County Public Library legitimately goes outside its usual field and displays works of art or their reproductions. Every two weeks in 1942-1943 the Library has shown an art exhibit. These exhibits are too numerous to list, but they have included as wide a variety of media and subject as possible. The Library's role as promotor of arts was

recognized by the Allied Artists of West Virginia who, last year, presented the Library with an indefinite loan of a Blanche Lazzell wood block print.

Preparation of Reading Material

It is not enough to buy books for the taxpayer. The cost of putting a book on the library shelves has been estimated to be anywhere from twenty-five cents to one dollar. This cost represents accessioning (the process of listing author, title, publisher, book dealer and price of each book purchased) cataloging, classifying, subject heading, and preparing a book for circulation. The amount of work necessary for these behind-the-scenes tasks is not easily recognized by the reader who is accustomed to withdrawing books with the minimum of red tape. In 1941-1942 the Preparations Department was able to catalog only 3,141 of the 5,502 books purchased in the same period. 2,361 books uncataloged and an estimated 3,000 more which had accumulated over a period of years made the addition of a new cataloger imperative. In February 1943 Miss Annis Fredrickson joined the staff of the Library as Head of the Preparations Department. Since February the Preparations Department has been reorganized. A manual of cataloging procedure has been compiled which will assure consistent and orderly work. It has been obvious that the Kanawha County Public Library is growing. The consideration of future needs has had the attention of the preparations Department in the past few months. The catalog which is the only key to the book collection is being built for the readers and scholars who will use a larger Kanawha County Public Library in the years to come.

Statistical tables showing the work of the Preparations Department in 1942-1943 are given at the end of this report. A noteworthy increase in the work of the Preparations Department is shown in the work of the past year. 4,303 adult books, almost 1,000 more than in 1941-42, were cataloged in 1942-1943.

The Library as Educator

It seems particularly fitting that the Kanawha County Public Library is supported by taxes levied for educational purposes. To those who feel that a public library should serve as a recreational agency and argue tacitly for a duplication of the entertainment that the movies and the radio supply in abundance, the Kanawha County Public Library can answer by pointing to its primary function as implied in the source of its funds. No librarian overlooks the importance of recreation, rather he considers it a part of education. "Escape literature" mystery stories, light romances, and especially juvenile literature have been added to the Library's collection in the past year in quantity enough to satisfy the demands of most readers. It has been the policy of the Kanawha County Public Library in the past few years to buy the best of the novels currently published This policy was diligently followed in 1942-1943 not only because it is the responsibility of librarianship, but also because in in these years of war temporary escape from the present is legitimate and even necessary.

Personnel

The effectiveness of a library as an educational agency is largely measured by the quality of its staff. Despite a large turnover in personnel, the library has been able to maintian its standards in employing professional assistants.

Mr. Charles E. Butler was granted a leave of absence October 1, 1942. He is now serving as sergeant in the U. S. Army air base headquarters staff at New Orleans. Miss Isobel Lynch was named Acting Libririan in Mr. Butler's absence. Miss E. Leonore White, formerly in charge of the Reader's Bureau, was made Head of the Adult Department to succeed Miss Lynch.

On July 1, 1942 Miss Miriam Bass was appointed to the position of Head of the Boys' and Girls' Department.

Miss Letitia Ferguson, a member of the staff since September 1940, resigned in September 1942 to accept a position in another library. Her place has been filled by Miss Madge Nance.

Miss Frances Alderson, Head of the Extension Department since August 1941, resigned in February 1943 to join the WAVES. Miss Lucille Moore, formerly of the Indianapolis Public Library, was appointed Head of the Extension Department March 8, 1943.

Miss Virginia Kiser, Secretary, resigned in January 1943 to accept a position in Washington. Her position has been filled by Mrs. Lillian Wolfe.

Miss Sheila Filler was appointed clerical assistant in the Boys' and Girls' Department on October 1, 1942. The addition to the staff made possible the opening of the Boys' and Girls' Department 4 extra hours a day.

It was not always possible to appoint qualified professional librarians as soon as vacancies occurred in the past year. To alleviate personnel shortage, clerical workers were employed temporarily thourghout the year. The value of clerical assistance was shown in the increased book list production, inventory checking, and routines of book ordering.

At a time when the shortage of professionally trained librarians is of concern to librarians and library schools alike, it is gratifying to note that all of the professional library assistants employed in the past year have been graduated from accredited library schools and, in addition, have had experience in other library systems.

Of the twenty employees of the Kanawha County Public Library, seven meet the requirements of a degree from a recognized college and graduation from an accredited library school. This number may not seem large, but it is more significant when it is remembered the Library had six in 1941-1942 and only three in 1940-1941

The work of the lending departments (Adult, Extension, and Boys' and Girls' Departments) in the past year can be found in skeleton form in the statistical tables shown at the end of this report. Libraries throughout the country have experienced declines in circulation of books. This is accounted for in the loss of young people to the military services and in the increased employment. That the Kanawha County Public Library has not had a decrease in its circulation of books is not necessarily due to the unusual skill of its staff, but rather it is due to the fact that for years the Library has not reached a large enough portion of readers. It is only in recent years that the Library has been in a position to advertise its service, and to attract new readers.

Adult Department

The reference work of the Adult Department has been emphasized in the past year. In November 1942 the former Readers' Bureau Desk was combined with reference work and placed in the front of the Library in the circulation room where it would be most accessible to the majority of readers. This change proved effective since reference requests, which totaled 4,231 for the year 1942-43, increased as much as 600% in some months. Records of reference service show a large demand for technical information, a demand which the Library should be prepared to meet even more efficiently than it can at present.

In registering borrowers for library cards, the Adult Department makes a careful statistical analysis of its records so that potential needs may be studied and thereby anticipated. For example, of the 4,807 Main Library adult readers registered since November 1941 1,687 are men; 837 are college graduates; 1,686 are between the ages of 21 and 35; 1,051 are housewives; 930 are residents of areas outside the city limits of Charleston. The recognition of these factors in our group of library readers makes it possible to estimate what kinds of books are most likely to be used. It is also possible to discover what groups of readers are not as yet reached by the Library.

Because the 1,416 library users between the ages of 14 and 21 registered in the past year is proportionately a low figure, the Adult Department in February inaugurated a special collection of books for young people of high school age. A collection such as this consists of adult books selected for their appeal to boys and girls who have grown beyond Children's books. These books for young people serve as an introduction to the books of the Adult Department.

As much time as possible was given in the past year to an examination of the present adult book collection. The majority of readers use the Library for current publications, for recreational and professional reading, for fiction and non-fiction of a popular nature. These demands are met by purchases of new books, a relatively easy procedure since the supply and critical evaluations are abundant. The processes of discovering the standard books published in the past that the Library does not own and of acquiring

them is time consuming. In the past year the Adult Department has checked its book stock in the fields of bibliography, general reference works, biography, memoirs, music, philosophy, and English literature. An appreciable number of the important works in these fields which are not owned by the Library are out of print and unobtainable except through second-hand dealers. Lists of these books are being compiled and will be sent to a number of the larger second-hand dealers who may eventually be able to supply the Library's needs

A procedure in interpretation of books to readers which is becoming increasingly recognized for its effectiveness among librarians is the compilation of booklists. Lists of books with annotations on a particular subject serve as a guide to the reader who cannot be expected to know which of many books will suit his needs. In the past year members of the Adult Department staff have compiled about one list a month on subjects ranging from gardening and religion to war problems and industrial trades.

Boys' and Girls' Department

Beginning with October 1942 the Boys' and Girls' Department has been open from 10 a.m. until 6 p.m. daily instead of from 2 until 6 p.m. The increased hours of service have made it possible for parents and pre-school children to use the department in the morning.

The collection of Children's fiction has been thoroughly studied in the past year. Worn out copies have been replaced with new books; standard titles formerly missing from the collection have been added; new titles from the current publications of the year have been purchased.

Work with groups and with schools has had particular attention in the Boys' and Girls' Department. In addition to the regular Saturday morning story hours there have been numerous book talks made to both adults and groups of children such as the Girl Scouts. Collection of books have been lent to teachers to supplement class room libraries.

These activities together with the improved physical conditions of the Boys' and Girls' Department mentioned earlier in this report have resulted in a remarkable increase in the circulation of children's books. If the Library in the future is to share more prominently in community service the children of today must acquire the reading habit now so that in maturity they will rely on the Library as a matter of course. It is gratifying to note that a significant step in the right direction has been made by the Boys' and Girls' Department in 1942-43.

Extension Department

In 1942-1943 the Bookmobile continued its two week schedule. Four stops were discontinued in September 1942 because reader use was negligible. Three new stops have been added: Kenna Homes,

Dupont City and Ordnance Park. The stops added are communities which consist of defense workers. It is hoped that in serving residents such as these the informational as well as recreational service of the Bookmobile will be more widely appreciated.

The necessity of having new books on the Bookmobile has been recognized. In the past year the Bookmobile has consistently replenished its shelves with up to date material. This practice results in faster depreciation of the Library's book stock, but it is important to convince rural users that Bookmobile service is in every way as satisfactory as Main Library service.

Since March 1943 when Miss Lucille Moore joined the staff as Head of the Extension Department, tentative investigations have been undertaken to discover what means, if any, exist to reach the employed residents of the area served by the Bookmobile. There are a number of solutions to the problem of making Bookmobile service available to more users. Increasing the number of hours the Bookmobile is in operation, taking the Bookmobile to defense and industrial plants when workers change shifts, and promoting a well organized publicity campaign are a few of the practical means that, depending upon circumstances, may be initiated in the near future. Since the Bookmobile is the only library agency for about 62% of Kanawha County's population, it is well that preliminary steps have been taken to expand Bookmobile use which at present represents only about 25% of total Library use.

Garnet Branch

Garnet Branch, with quarters in Garnet High School, is open daily for the use of Negro residents of the city and county. It is managed by a Branch Library Board of six members. It has a staff of two full-time librarians and a part-time substitute assistant.

During 1942-1943 Garnet Branch Library users were re-registered. The Branch Librarian reports a total of 1,292 active borrowers. Circulation figures for this Branch are included in the general circulation report.

632 volumes were added to the Garnet Branch book collection during the year, making a total of 11,975 volumes in the Garnet Branch Library.

Staff Activity

In May 1942 the Staff Association of the Kanawha County Public Library was organized. All employees are eligible for membership and, with the exception of part-time workers and the custodian, all employees belong. The purpose of the organization is both social and professional. In the past year most of the staff members have contributed to such worthy efforts sponsored by the Staff Association as providing a Christmas box for a destitute family, supporting the Red Cross Drive, and buying bonds.

In June 1942 three staff members attended the American Library Association conference in Milwaukee. In March 1943 five members of the staff attended a regional library institute in Pittsburgh.

In January 1942 the Kanawha County Public Library became a member of the Kanawha County Council of Social Agencies. Membership makes it possible for Library assistants to attend council meetings and learn what activities are being undertaken by various social agencies znd how library service may be coordinated with such activities.

A majority of the Library staff took advantage of the hospitalization insurance endorsed by the Kanawha County Board of Education and made available in September 1942.

War Work

No individual or organization in these times can escape the impact of war. To a good library wartime conditions are not to be avoided, but to be used to best advantage. It is certainly the Library's as well as the individual's responsibility to conduct its affairs to the end that the war may be won as quickly as possible. This obligation has not been neglected by the Kanawha County Public Library 1942-1943.

Victory Book Campaign

The Victory Book Campaign, sponsored by the Red Cross, The United Service Organizations, and the American Library Association for the collection of gifts of books for the armed forces of the United States was once more undertaken by the Kanawha County Public Library. The Head of the Adult Department was appointed State Director, and the Acting Librarian served as Chairman for Kanawha County. While the responsibility of organization and supervision of the campaign devolved upon the Library, the splendid assistance and cooperation of groups and individuals have reduced the Library staff time devoted to the campaign to a minimum. Over 18,000 books have been sent in to the Library for sorting and distribution. Of these over 3,000 have been sent on to military or naval stations. The majority of books are not suitable for the men in the armed forces. Those that cannot be used are sent to West Virginia institutions who can use them to good advantage.

Institute on War and Post War Issues

In April the Kanawha County Public Library as co-sponsor with the West Virginia Library Association and the State Coordinator on War and Post War Issues representing the American Library Association conducted a one-day institute on war problems which was open to the librarians and citizens of twenty-one counties in southern West Virginia. The purpose of such a meeting was not only to encourage discussion on important questions, but also to bring about the realization that it is a function of librarianship to interpret

books and other reading materials, and that such interpretation can be made to individuals within the library walls and to groups outside of the library.

Blood Bank

Since February 1943 the Library has given space for the registration of donors to the Blood Plasma Bank. The Library in this instance was able to cooperate with a patriotic organization and at the same time take advantage of the fact that some people who had never been in the Library before would at least be exposed to accessible books.

Group Work

By means of book lists and reference service the Library has in the past year made its service known to the members of such varied organizations as the garden clubs, Girl Scouts, League of Women Voters, etc. It is apparent that the Library's influence could be broadened in this direction, if more professional staff time were available.

This report has been intended to show by a few examples of the work done in the past year how the Kanawha County Public Library is growing and planning. Until the book collection is well rounded and much larger, there is need to emphasize the careful and scholarly selection and preservation of reading materials. An equal emphasis must be placed upon the library's function as educator and interpreter. Unless this is done the public library will never justify the adjective "public."

To the support and guidance of the Board of Directors of the Kanawha County Public Library, the Library and its users are greatly indebted.

Respectfully submitted,

Isobel P. Lynch

Isobel P. Lynch
Acting Librarian

May 7, 1943

Circulation - May, 1942 -- April, 1943

	1941-42		1942-43	
Main Library				
Adult Dept.				
Non-fiction	35,814		34,246	
Fiction	51, 454		51,987	
		87,268		86,233
Boys' and Girls' Dept.				
Non-fiction	11,963		7,790	
Fiction	11 632		19,714	
Teacher's loans			6,445	
		23,595		33,949
Main Library Total		110,863		120,182
Extension				
Adult				
Non-fiction	3,044		3,187	
Fiction	17,723		17,669	
		20,767		20,856
Boys' and Girls'				
Non-fiction	3,266		3,276	
Fiction	11,767		12,178	
		15,033		15,454
Teacher's Loans	5,369		4,025	
Extension Total		41,169		40,335
Garnet Branch				
Adult				
Non-fiction	4,635		4,067	
Fiction	6,750		5,937	
		11,385		10,004
Boys' and Girls'				
Non-fiction	2,869		2,840	
Fiction	1,763		1,232	
		4,632		4,072
Garnet Branch total		16,017		14,076
Totals - All Departments				
Adult				
Non-fiction	43 493		41,500	
Fiction	75.927		75,593	
		119,420		117,093
Boys' and Girls'				
Non-fiction	18,098		13,906	
Fiction	23,162		33,124	
		43,260		47,030
Teacher's Loans		5,369		10,470
Grand Total		168,049		174,593

Registration May, 1943 - April, 1943

	1941-42		1942-43	
Main Library				
Adult Dept.				
New Borrowers	2,572		2,654	
Re-registered	1,834		464	
		4,406		3,118
Boys' and Girls' Dept.				
New Borrowers	647		843	
Re-registered	399		109	
		1,046		952
Main Library Total		5,452		4,070
Extension				
Adult Dept.				
New Borrowers	1,269		935	
Re-registered	113		7	
		1,382		942
Garnet Branch				
New Borrowers	184		135	
Re-registered	95		1,074	
		279		1,209
Totals				
New Borrowers	4,672		4,567	
Re-registered	2,541		1,654	
		7,213		6,221

Work of the
Preparations Department
May 1942--April 1943

Month	Vols. added or cataloged Adult	Juvenile	Vols withdrawn Adult	Juv.	Vols. recataloged* Adult	Juv.	Cards* used
May, 1942	229		305				
June	293						
July	332		352	542			
August	264		168	522			
September	200			280			
October	469	209	1,565	16			
November	410	579	314	20			
December	468	44	86	105			
January'43	394	266		284			
February	347	30		55	22	2	877
March	387	93			35	68	1,352
April	510	203			140	142	3,128
Totals:	4,303	1,224	2,868	1,827	347	212	5,857

Summary:

Totals additions	5,527
Total withdrawals	4,695
Net gain	832

* No record kept prior to February 1943

Book Stock - Adult Department

Class	No of vols. Jan. 31. '43	Withdrawals Feb.-April	Additions Feb.-April	No. of vols. Apr. 30, '43
Adult Circulating				
000	338	2	13	349
100	738	4	9	743
200	1,210	2	23	1.231
300	2,634	26	57	2,664
400	307	0	2	309
500	884	18	26	892
600	2,030	27	84	2,087
700	1,783	36	43	1,790
800	3,059	41	72	3,090
900	4,400	91	115	4,424
Fiction	9,167	184	238	9,221
	26,550	431	681	26,800

YA Circulating	Trans. from Adult Feb. 1943	Additions Feb.-April	No. of vols. Apr. 30, 43
000	2		2
100	4		4
200	2		2
300	26	7	33
400	0		0
500	18	2	20
600	27	9	36
700	36	4	40
800	41		41
900	91	3	94
Fiction	184	10	194
	431	35	466

	No. of vols. Jan. 31. '43	Withdrawals Feb -April	Additions Feb.-April	No. of vols. Apr. 30, '43
Reference				
000	2,928		194	3,122
100	7		4	11
200	274		2	276
300	1,114		21	1,135
400	68		14	82
500	327		2	329
6 600	528		27	555
700	431		8	439
800	982		19	991
900	1.484		12	1,496
Fiction	15			15
W. Va.	450		9	459
Foreign	33		1.	34
	8,641		303	8,944

Totals - April 30. 1945 -

Adult Circulating	26,800	
YA Circulating	466	
Reference	8,944	
Grand total		36,210